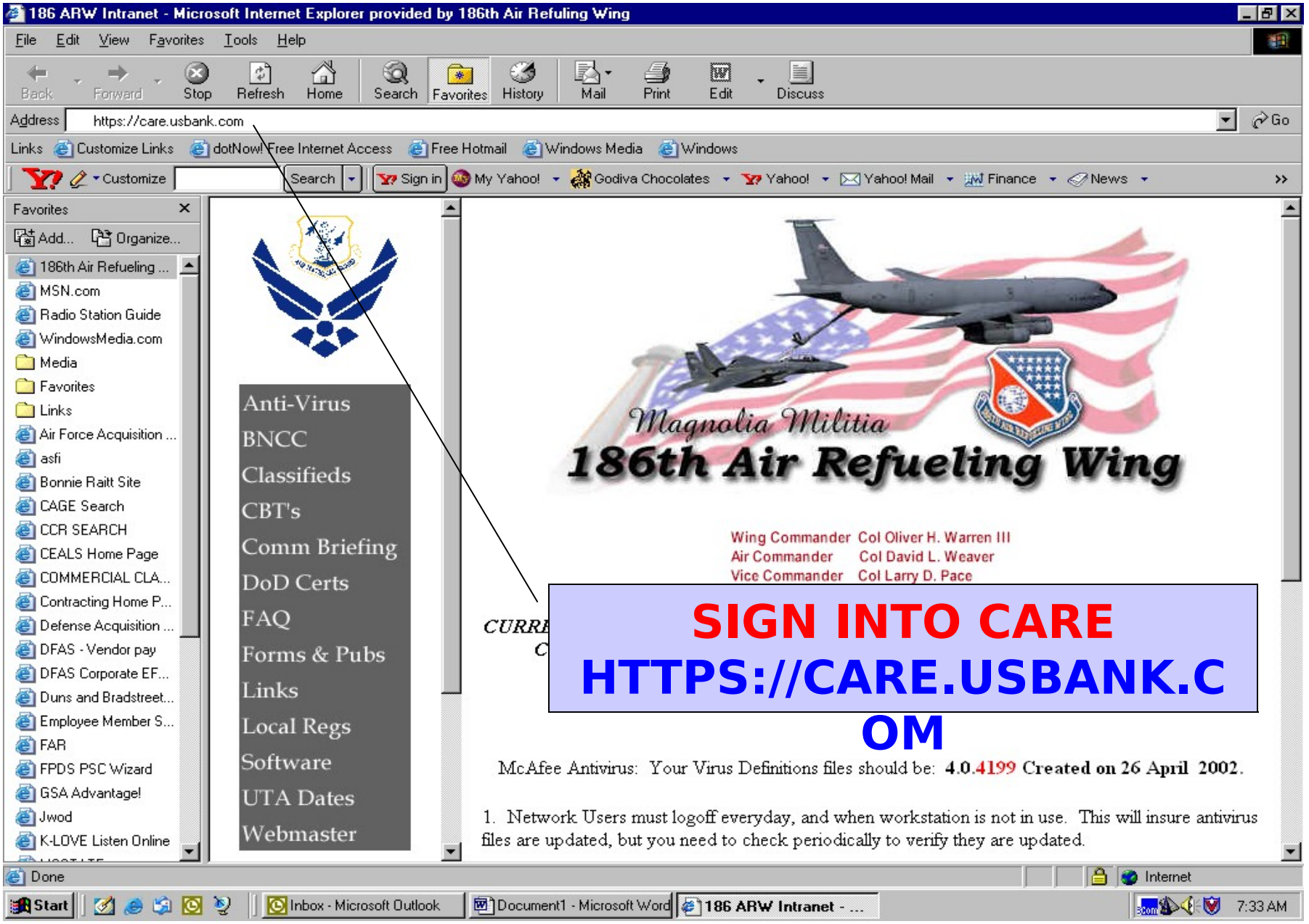
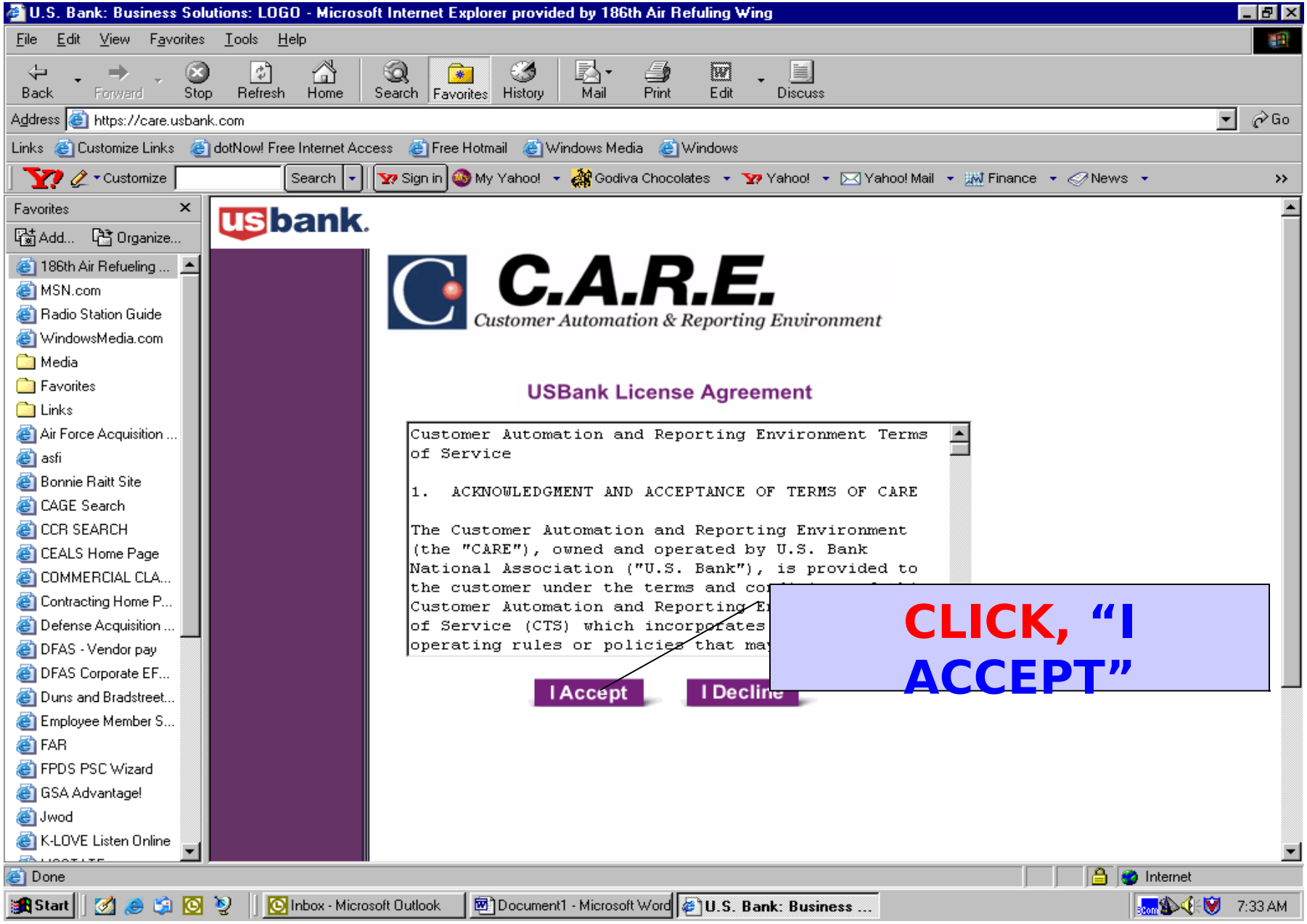
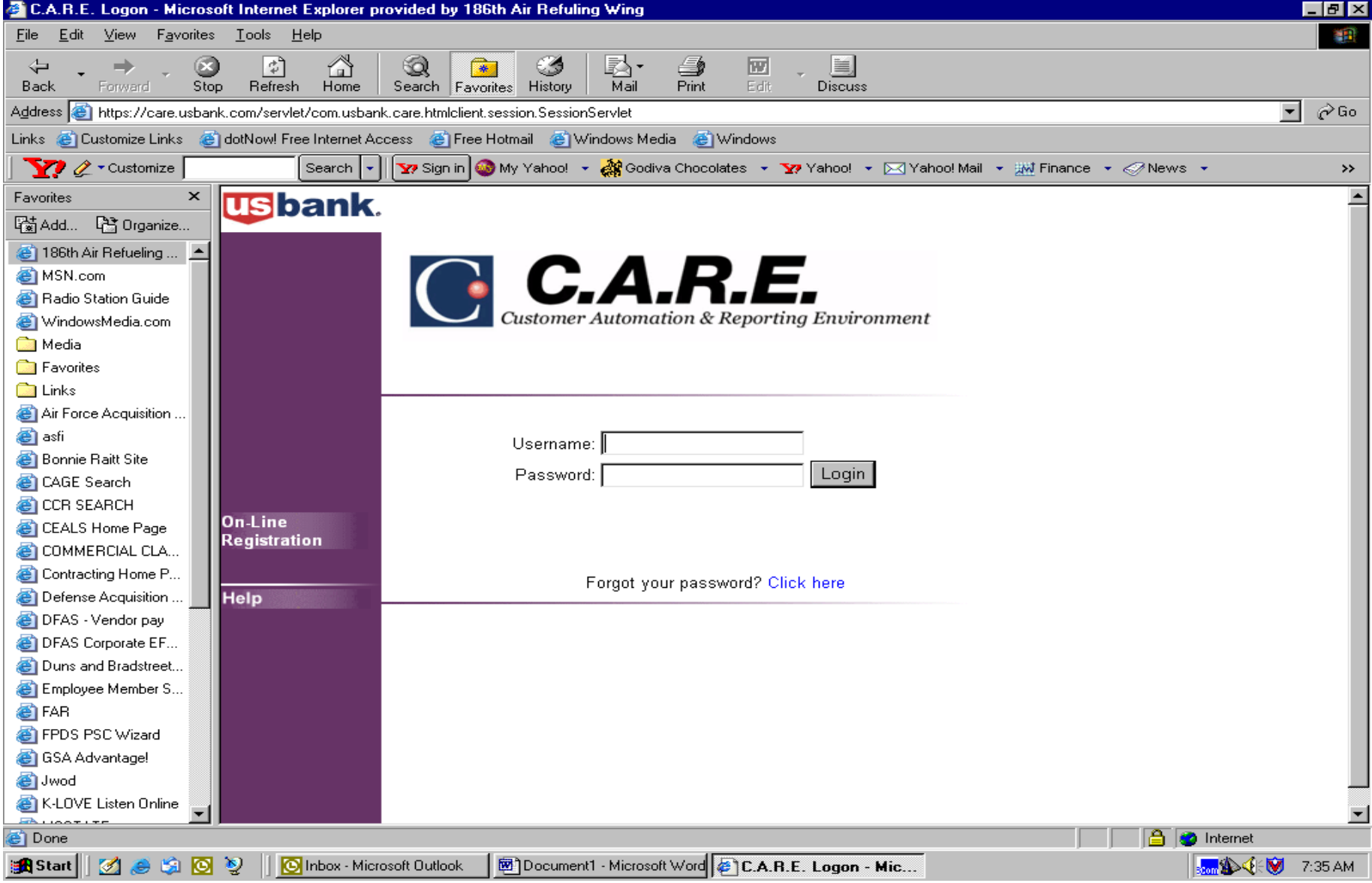
C.A.R.E. TRANSACTION MANAGEMENT Log-In Procedures


186 ARW Intranet - Microsoft Internet Explorer provided by 186th Air Refuling Wing
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://care.usbank.com
Go
Links Customize Links dotNow! Free Internet Access Free Hotmail Windows Media Windows
Customize Search Sign in My Yahoo! Godiva Chocolates Yahoo! Yahoo! Mail Finance News
Favorites
Add... Organize...
186th Air Refueling ...
MSN.com
Radio Station Guide
WindowsMedia.com
Media
Favorites
Links
Air Force Acquisition ...
asfi
Bonnie Raitt Site
CAGE Search
CCR SEARCH
CEALS Home Page
COMMERCIAL CLA...
Contracting Home P...
Defense Acquisition ...
DFAS - Vendor pay
DFAS Corporate EF...
Duns and Bradstreet...
Employee Member S...
FAR
FPDS PSC Wizard
GSA Advantage!
Jwod
K-LOVE Listen Online
Anti-Virus
BNCC
Classifieds
CBT's
Comm Briefing
DoD Certs
FAQ
Forms & Pubs
Links
Local Regs
Software
UTA Dates
Webmaster
Magnolia Militia
186th Air Refueling Wing
Wing Commander Col Oliver H. Warren III
Air Commander Col David L. Weaver
Vice Commander Col Larry D. Pace
SIGN INTO CARE
HTTPS://CARE.USBANK.COM
McAfee Antivirus: Your Virus Definitions files should be: 4.0.4199 Created on 26 April 2002.
1. Network Users must logoff everyday, and when workstation is not in use. This will insure antivirus files are updated, but you need to check periodically to verify they are updated.
Done
Internet
Start
Inbox - Microsoft Outlook
Document1 - Microsoft Word
186 ARW Intranet - ...
7:33 AM


U.S. Bank: Business Solutions: LOGO - Microsoft Internet Explorer provided by 186th Air Refuling Wing
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://care.usbank.com
Go
Links Customize Links dotNow! Free Internet Access Free Hotmail Windows Media Windows
Customize Search Sign in My Yahoo! Godiva Chocolates Yahoo! Yahoo! Mail Finance News
Favorites
Add... Organize...
186th Air Refueling ...
MSN.com
Radio Station Guide
WindowsMedia.com
Media
Favorites
Links
Air Force Acquisition ...
asfi
Bonnie Raitt Site
CAGE Search
CCR SEARCH
CEALS Home Page
COMMERCIAL CLA...
Contracting Home P...
Defense Acquisition ...
DFAS - Vendor pay
DFAS Corporate EF...
Duns and Bradstreet...
Employee Member S...
FAR
FPDS PSC Wizard
GSA Advantage!
Jwod
K-LOVE Listen Online
usbank.
C.A.R.E.
Customer Automation & Reporting Environment
USBank License Agreement
Customer Automation and Reporting Environment Terms of Service
1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF CARE
The Customer Automation and Reporting Environment (the "CARE"), owned and operated by U.S. Bank National Association ("U.S. Bank"), is provided to the customer under the terms and co
Customer Automation and Reporting E
of Service (CTS) which incorporates
operating rules or policies that ma
I Accept
I Decline
CLICK, "I ACCEPT"
Done
Internet
Start
Inbox - Microsoft Outlook
Document1 - Microsoft Word
U.S. Bank: Business ...
7:33 AM

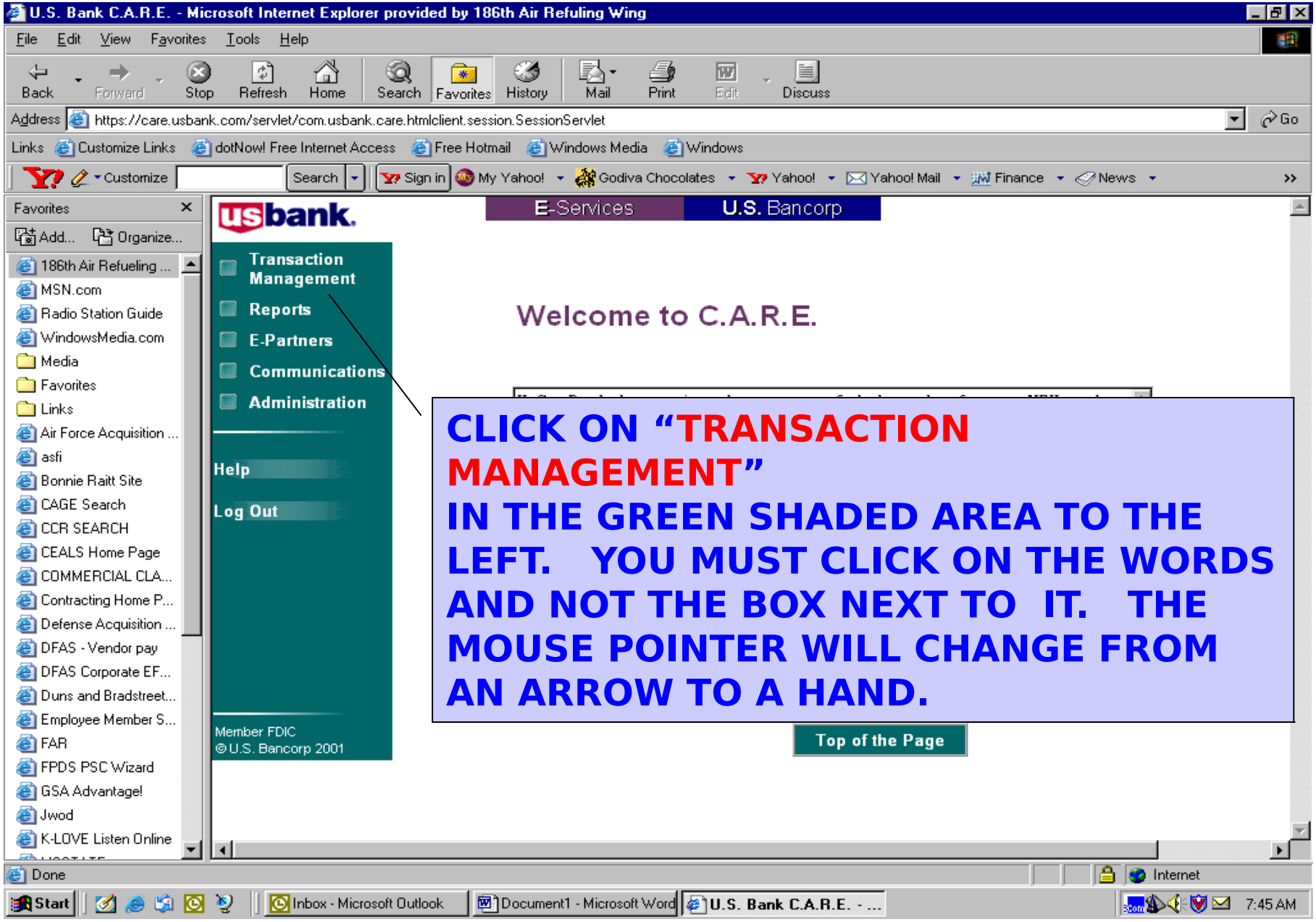


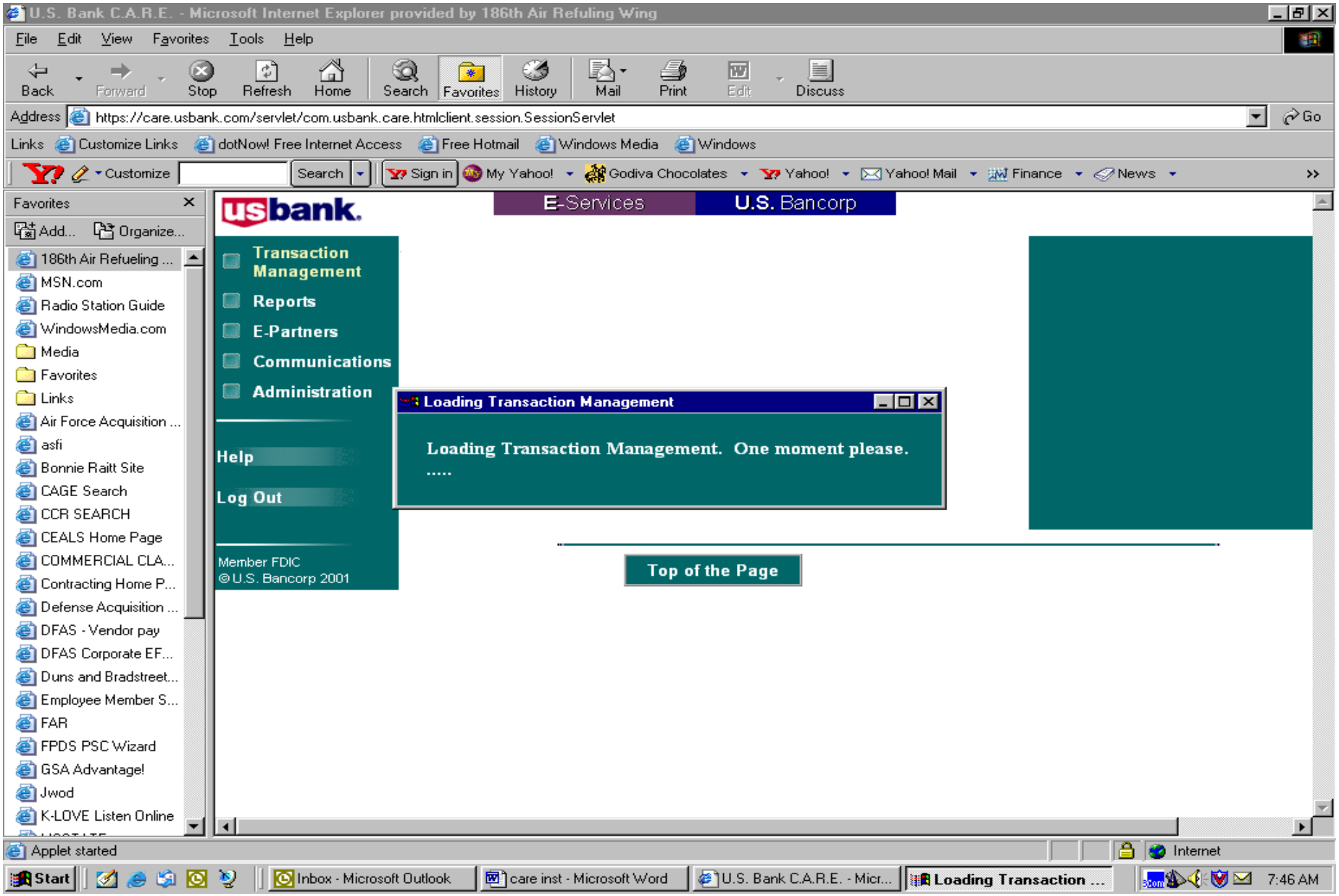
TYPE YOUR USER NAME AND PASSWORD AND CLICK LOGIN OR PRESS YOUR ENTER KEY.

IT WILL LOCK YOU OUT AFTER 3 ATTEMPTS.

TO REESTABLISH, YOU MUST CALL Otha Henderson at 4086

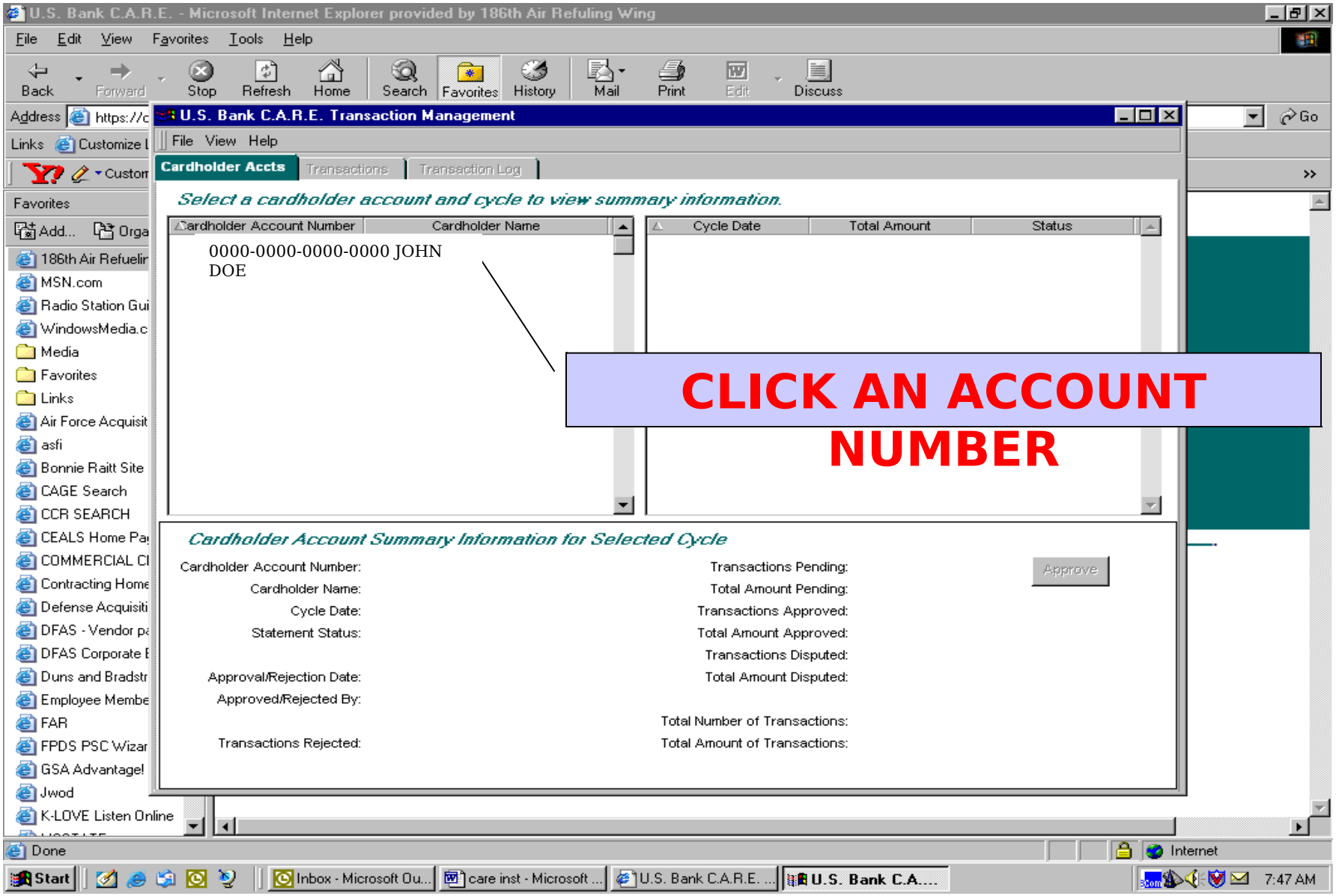
THE CARE HELPDESK, 1-888-994-6722 if Otha Henderson or Linda Duvall are not


U.S. Bank C.A.R.E. - Microsoft Internet Explorer provided by 186th Air Refuling Wing
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet
Links Customize Links dotNow! Free Internet Access Free Hotmail Windows Media Windows
Customize Search Sign in My Yahoo! Godiva Chocolates Yahoo! Yahoo! Mail Finance News
Favorites
Add... Organize...
186th Air Refueling ...
MSN.com
Radio Station Guide
WindowsMedia.com
Media
Favorites
Links
Air Force Acquisition ...
asfi
Bonnie Raitt Site
CAGE Search
CCR SEARCH
CEALS Home Page
COMMERCIAL CLA...
Contracting Home P...
Defense Acquisition ...
DFAS - Vendor pay
DFAS Corporate EF...
Duns and Bradstreet...
Employee Member S...
FAR
FPDS PSC Wizard
GSA Advantage!
Jwod
K-LOVE Listen Online
usbank.
E-Services
U.S. Bancorp
Transaction Management
Reports
E-Partners
Communications
Administration
Help
Log Out
Member FDIC
© U.S. Bancorp 2001
Welcome to C.A.R.E.
CLICK ON "TRANSACTION MANAGEMENT"
IN THE GREEN SHADED AREA TO THE LEFT. YOU MUST CLICK ON THE WORDS AND NOT THE BOX NEXT TO IT. THE MOUSE POINTER WILL CHANGE FROM AN ARROW TO A HAND.
Top of the Page
Done
Internet
Start
Inbox - Microsoft Outlook
Document1 - Microsoft Word
U.S. Bank C.A.R.E. - ...
7:45 AM



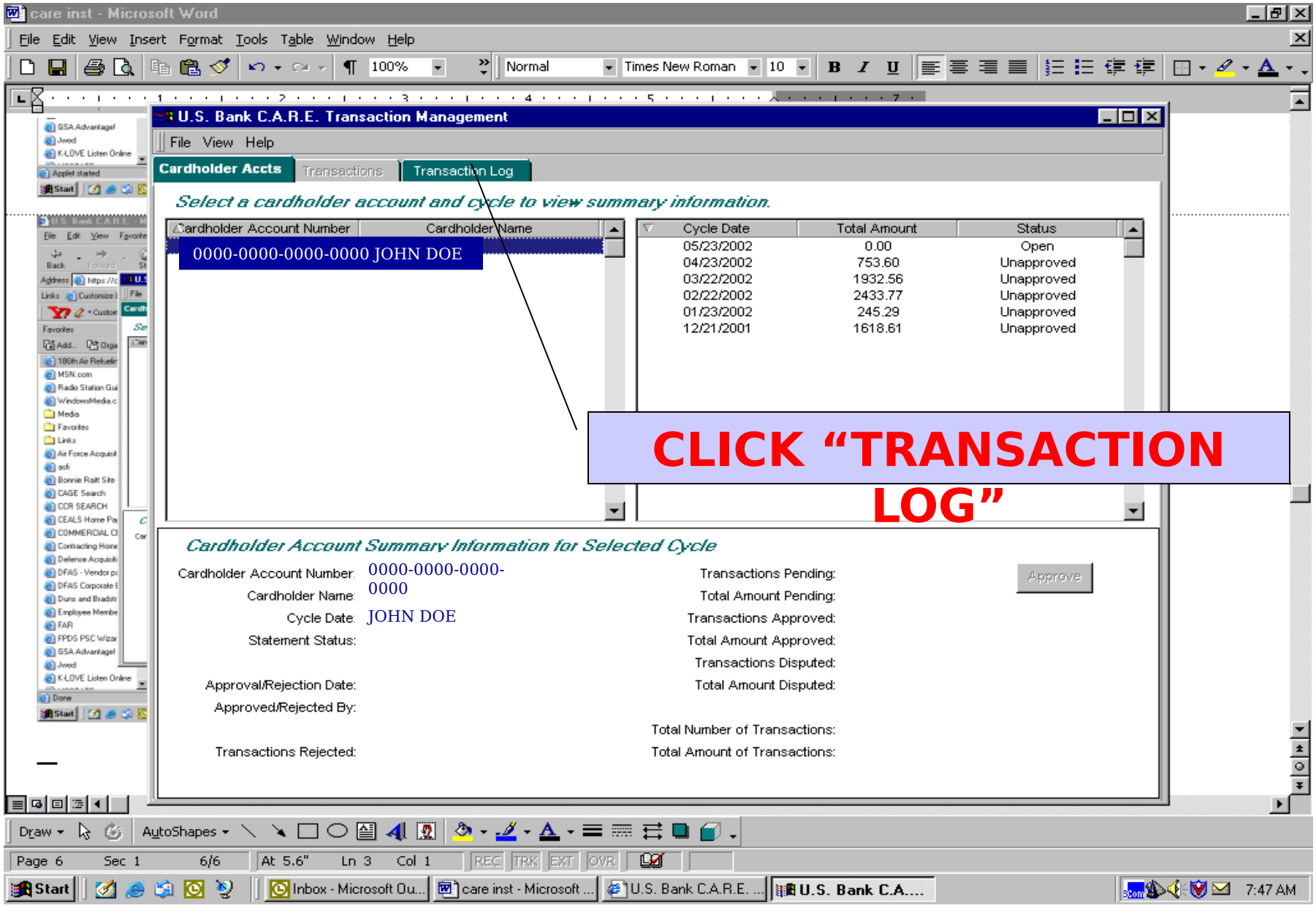
BE PATIENT, IT MIGHT TAKE A WHILE.
IF YOU GET AN ERROR SUCH AS "TMM SESSION NOT ACTIVE", WAIT A FEW MINUTES AND TRY AGAIN.

LOGGING A TRANSACTION INTO C.A.R.E.

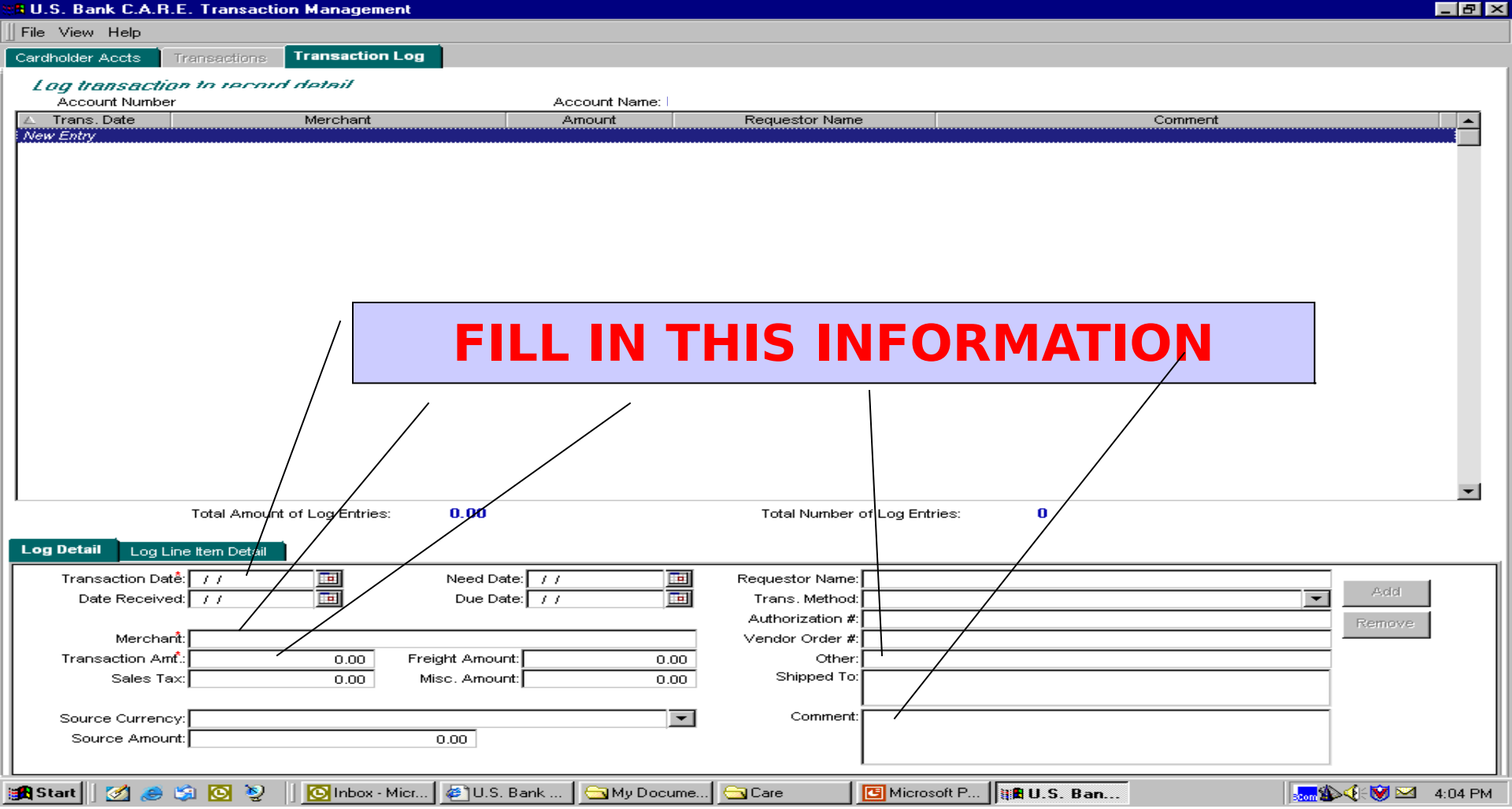


NOTICE THAT YOU HAVE THREE TABS ACROSS THE TOP. ONLY ONE IS ACTIVE NOW.

MOST CARDHOLDER WILL ONLY HAVE ONE ACCOUNT.



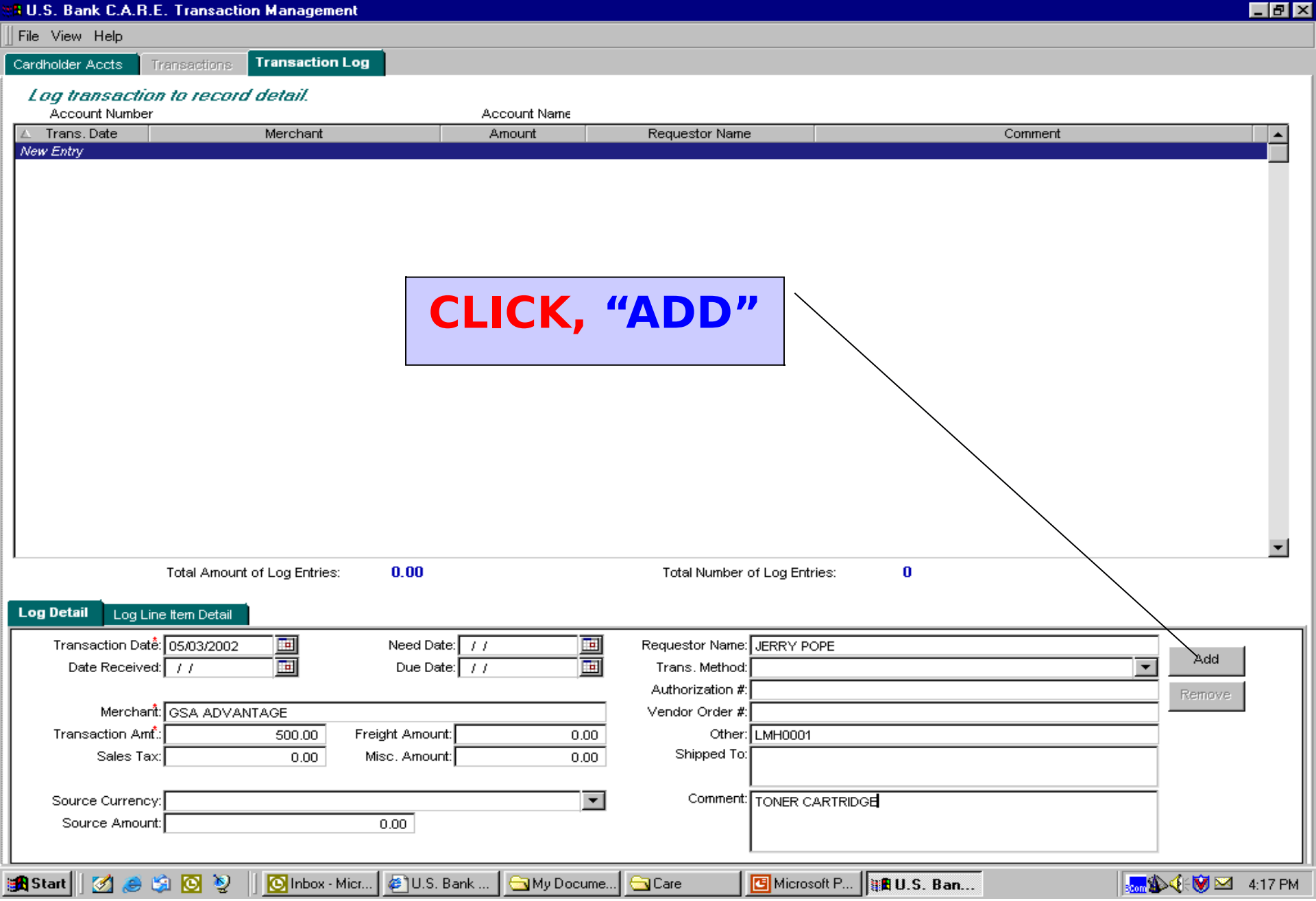
NOTICE NOW THERE ARE TWO TABS ACTIVE.



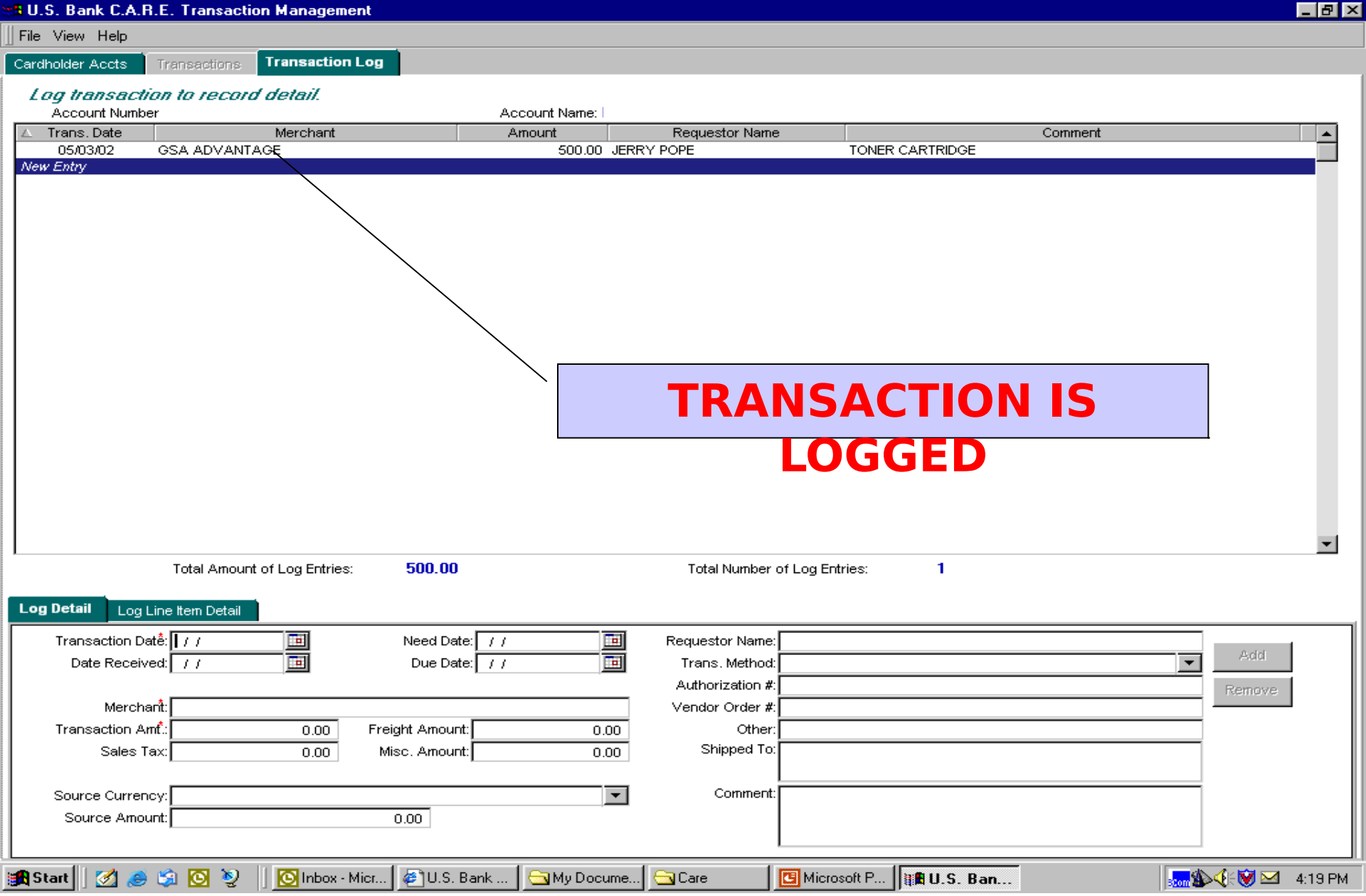
MUST ENTER THE FOLLOWING: TRANSACTION DATE, MERCHANT, TRANSACTION AMOUNT

OTHER (ORDER NUMBER FROM PURCHASE REQUEST FORM)

COMMENT (DESCRIPTION OF WHAT YOU ARE

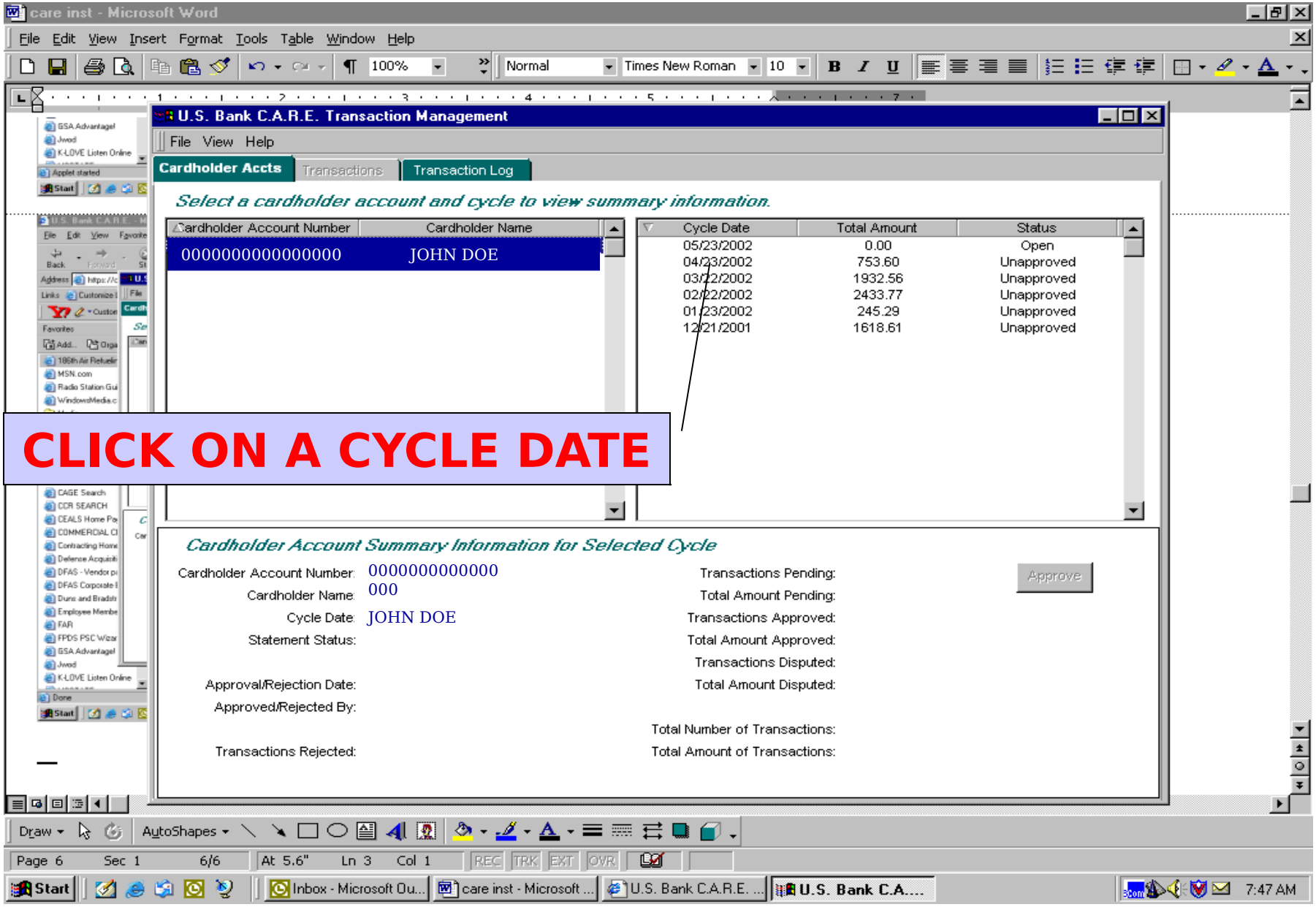


NOTICE ADD BUTTON IS ACTIVATED AFTER THE REQUIRED INFORMATION COMPLETED

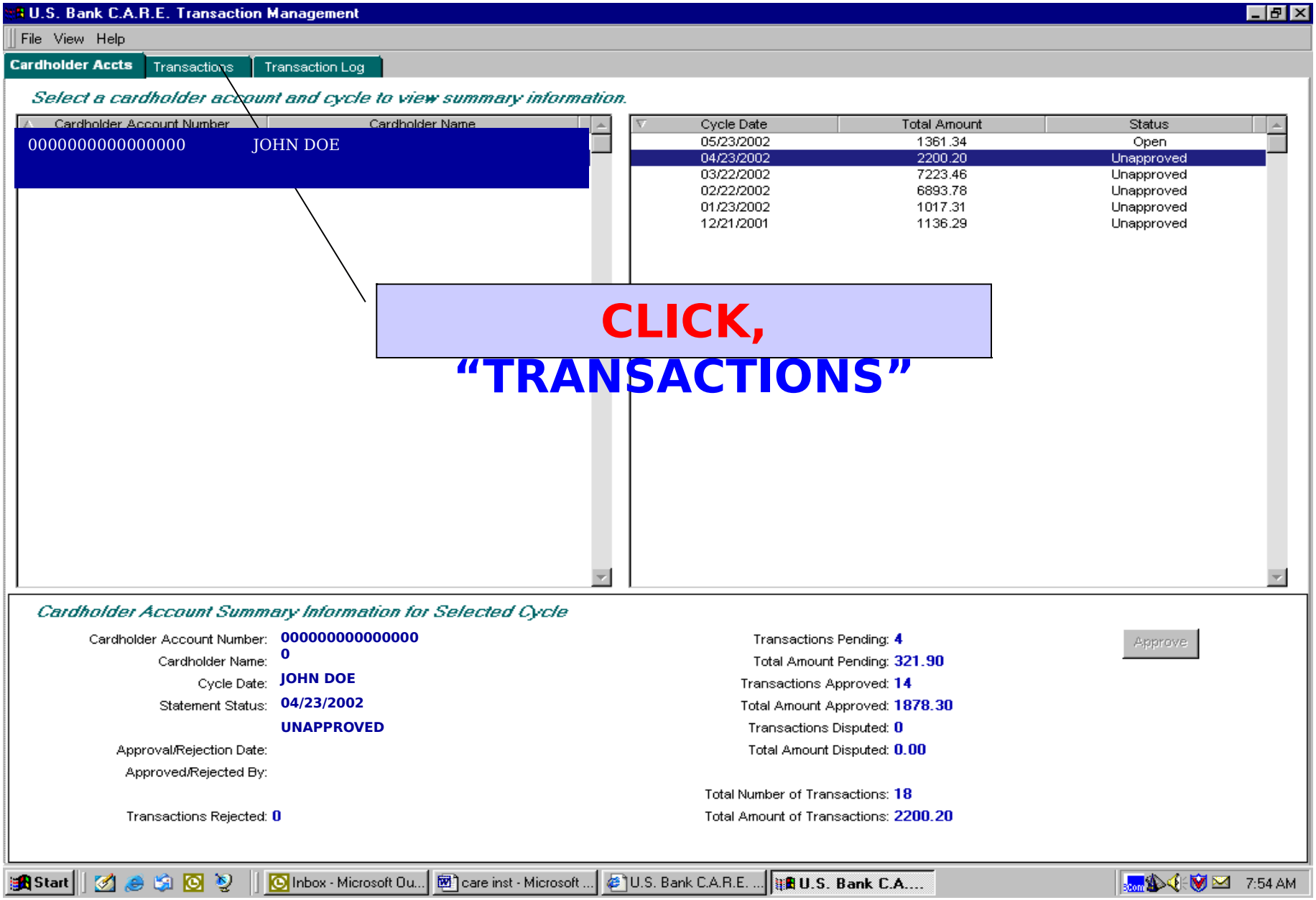


TRANSACTION IS NOW ADDED

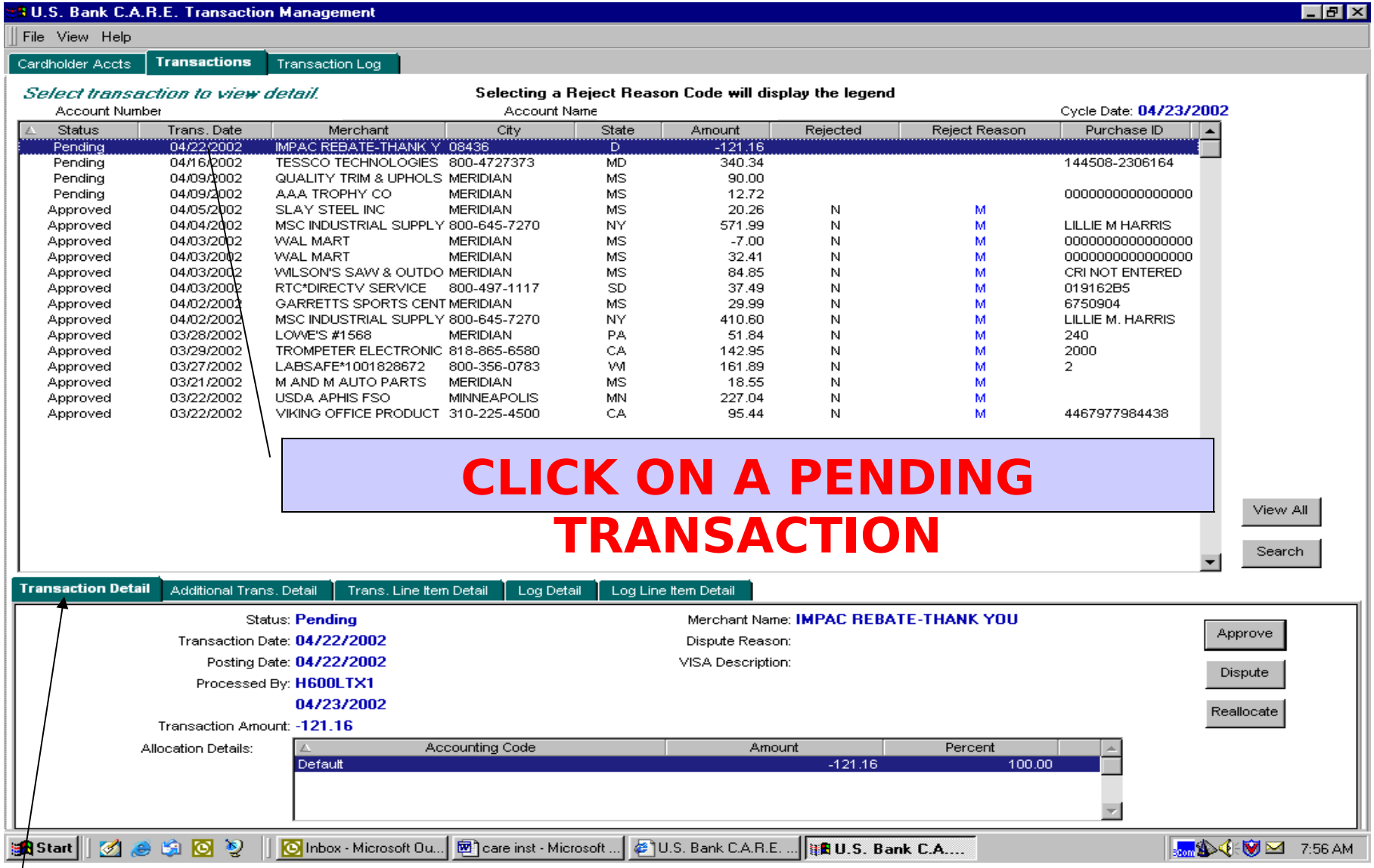
APPROVING A TRANSACTION IN C.A.R.E.



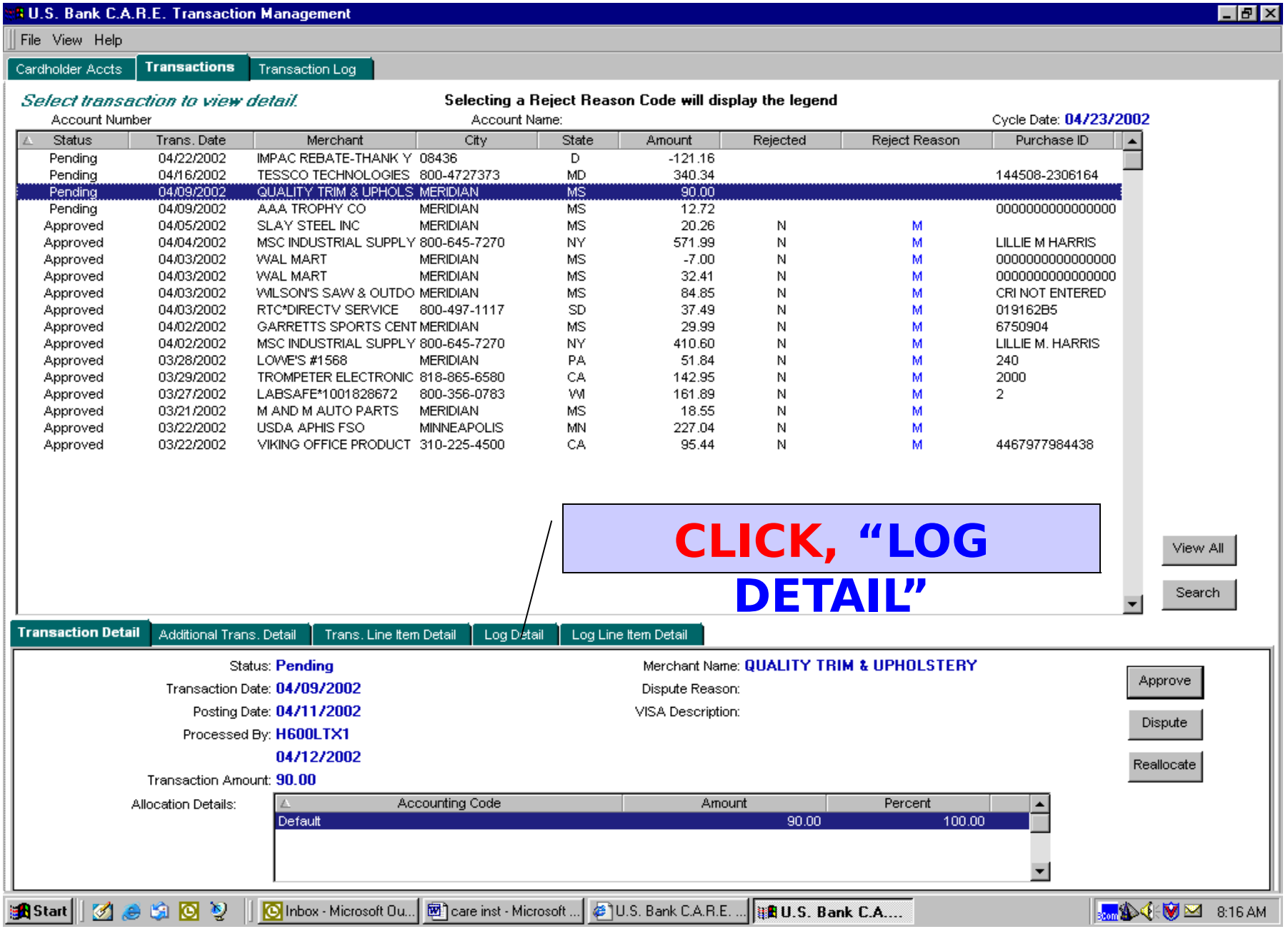
NOTICE NOW THERE ARE TWO TABS ACTIVE.
WE WILL NOT DO ANYTHING TO CYCLES BEFORE 4/23/2002

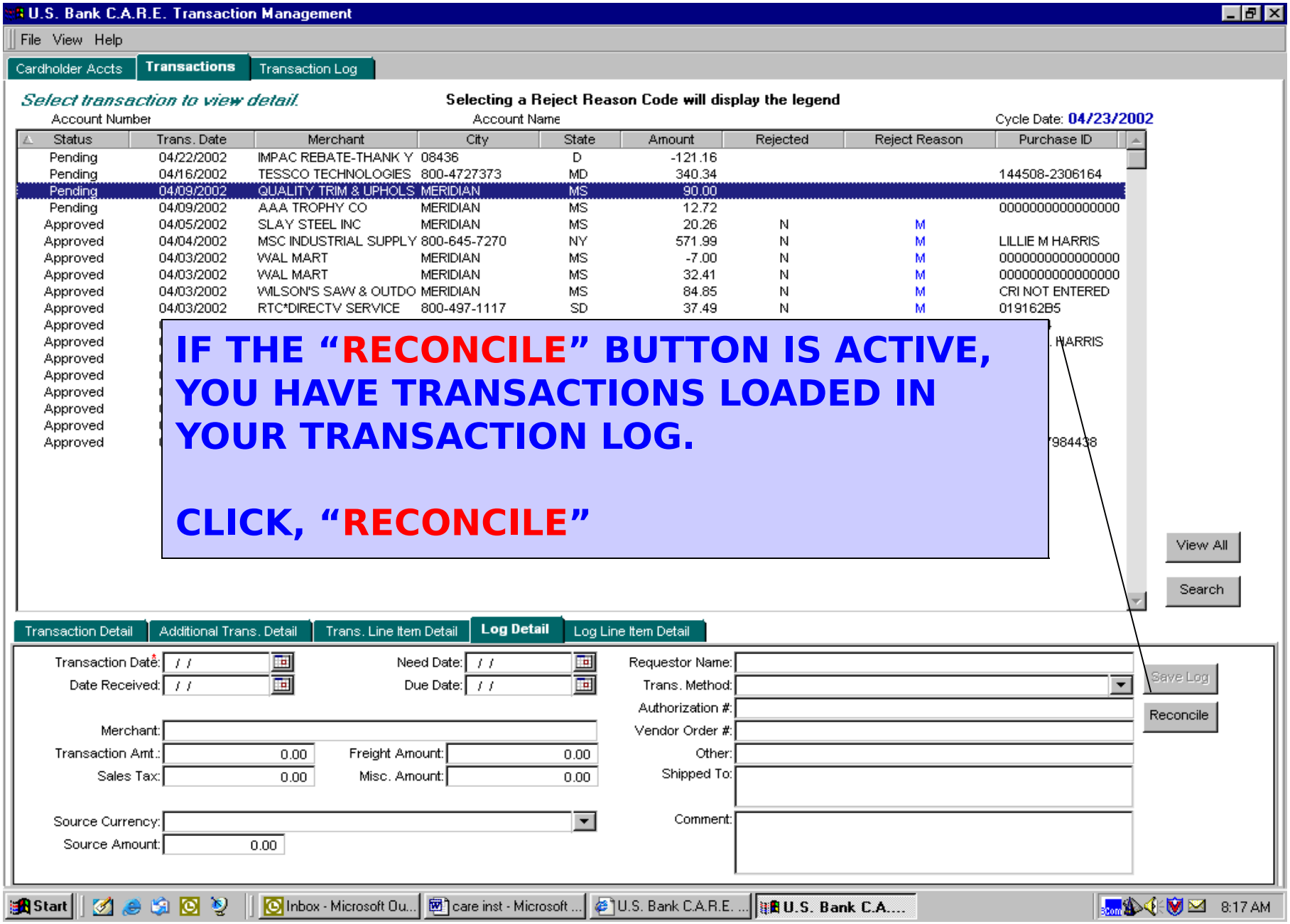


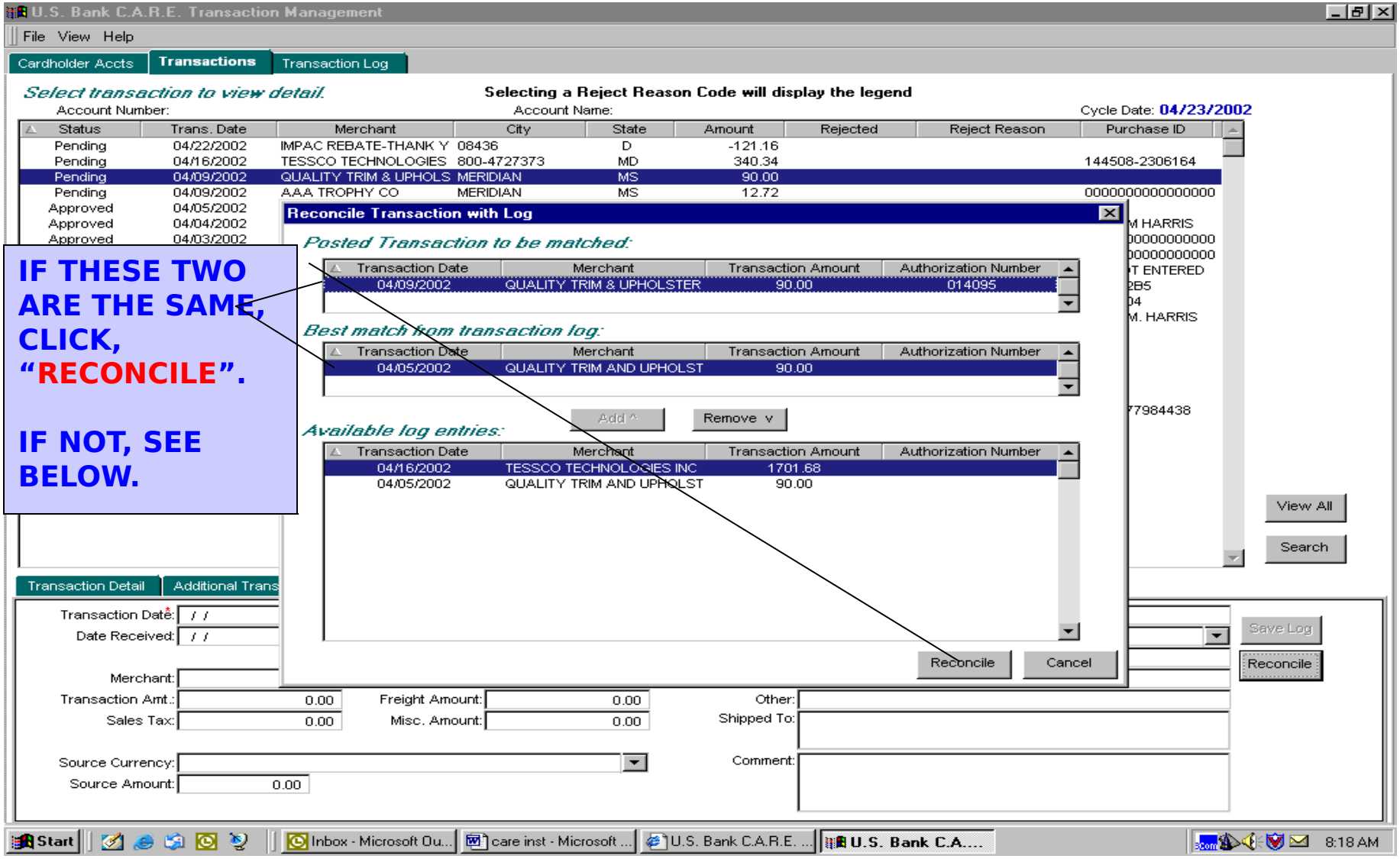
NOTICE ALL THREE TABS ARE ACTIVE NOW.



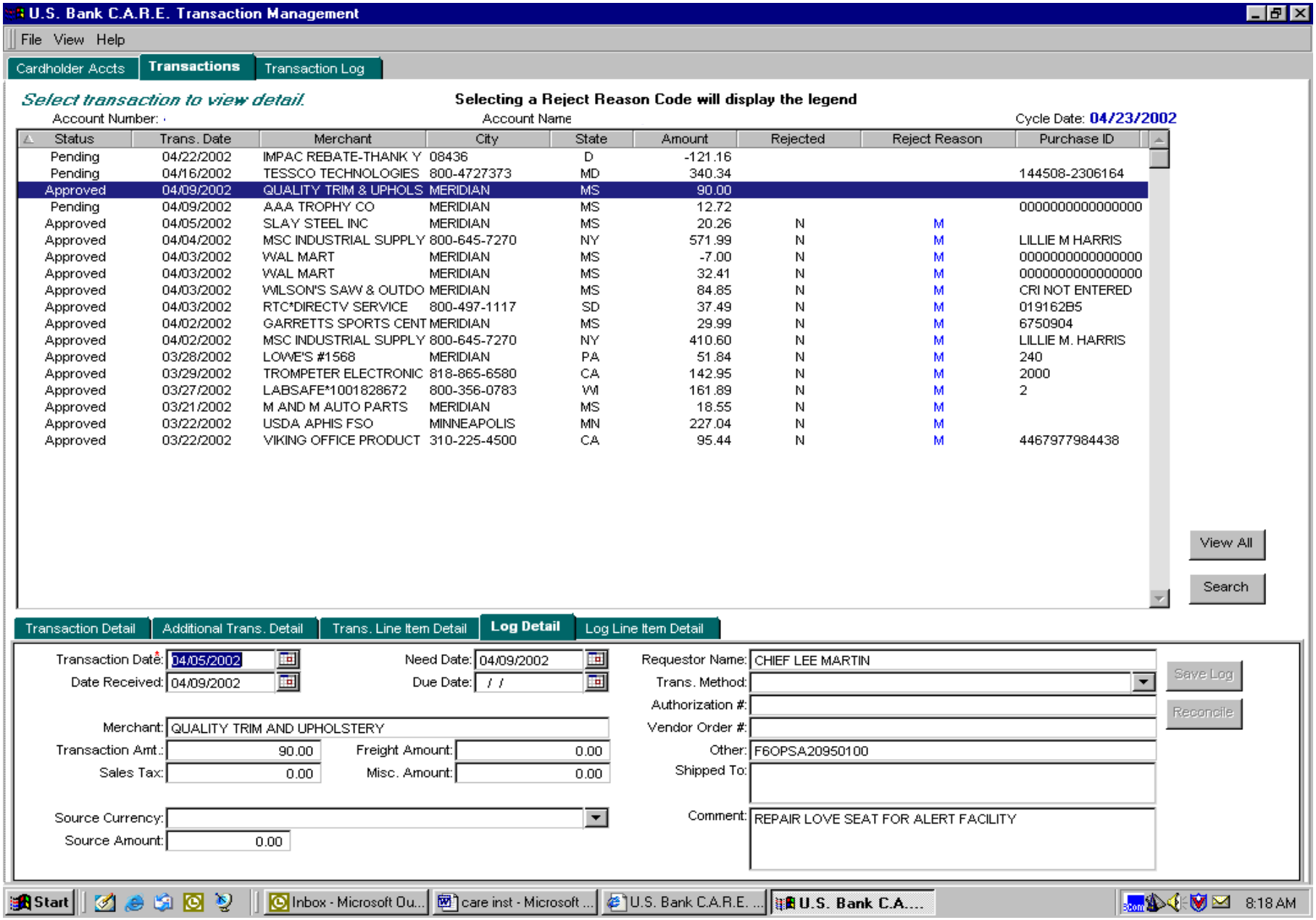
ALL TRANSACTION THAT CLEARED THE BANK FOR THE CYCLE YOU SELECTED ARE NOW IN FRONT OF YOU.
NOTICE THAT YOU HAVE A NEW SET OF TABS ACROSS THE LOWER PART OF YOUR SCREEN.
NOTICE THERE ARE TRANSACTIONS THAT ARE PENDING AND TRANSACTIONS THAT ARE APPROVED.


U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Account Number
Account Name:
Cycle Date: 04/23/2002
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Reject Reason | Purchase ID
Pending 04/22/2002 IMPAC REBATE-THANK Y 08436 D -121.16
Pending 04/16/2002 TESSCO TECHNOLOGIES 800-4727373 MD 340.34 144508-2306164
Pending 04/09/2002 QUALITY TRIM & UPHOLS MERIDIAN MS 90.00
Pending 04/09/2002 AAA TROPHY CO MERIDIAN MS 12.72 0000000000000000
Approved 04/05/2002 SLAY STEEL INC MERIDIAN MS 20.26 N M
Approved 04/04/2002 MSC INDUSTRIAL SUPPLY 800-645-7270 NY 571.99 N M LILLIE M HARRIS
Approved 04/03/2002 WAL MART MERIDIAN MS -7.00 N M 0000000000000000
Approved 04/03/2002 WAL MART MERIDIAN MS 32.41 N M 0000000000000000
Approved 04/03/2002 WILSON'S SAW & OUTDO MERIDIAN MS 84.85 N M CRI NOT ENTERED
Approved 04/03/2002 RTC*DIRECTV SERVICE 800-497-1117 SD 37.49 N M 019162B5
Approved 04/02/2002 GARRETTS SPORTS CENT MERIDIAN MS 29.99 N M 6750904
Approved 04/02/2002 MSC INDUSTRIAL SUPPLY 800-645-7270 NY 410.60 N M LILLIE M. HARRIS
Approved 03/28/2002 LOWE'S #1568 MERIDIAN PA 51.84 N M 240
Approved 03/29/2002 TROMPETER ELECTRONIC 818-865-6580 CA 142.95 N M 2000
Approved 03/27/2002 LABSAFE*1001828672 800-356-0783 WI 161.89 N M 2
Approved 03/21/2002 M AND M AUTO PARTS MERIDIAN MS 18.55 N M
Approved 03/22/2002 USDA APHIS FSO MINNEAPOLIS MN 227.04 N M
Approved 03/22/2002 VIKING OFFICE PRODUCT 310-225-4500 CA 95.44 N M 4467977984438
CLICK, "LOG DETAIL"
View All
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Status: Pending
Transaction Date: 04/09/2002
Posting Date: 04/11/2002
Processed By: H600LTX1
04/12/2002
Transaction Amount: 90.00
Merchant Name: QUALITY TRIM & UPHOLSTERY
Dispute Reason:
VISA Description:
Approve
Dispute
Reallocate
Allocation Details:
Accounting Code | Amount | Percent
Default 90.00 100.00
Start
Inbox - Microsoft Ou...
care inst - Microsoft ...
U.S. Bank C.A.R.E. ...
U.S. Bank C.A....
8:16 AM

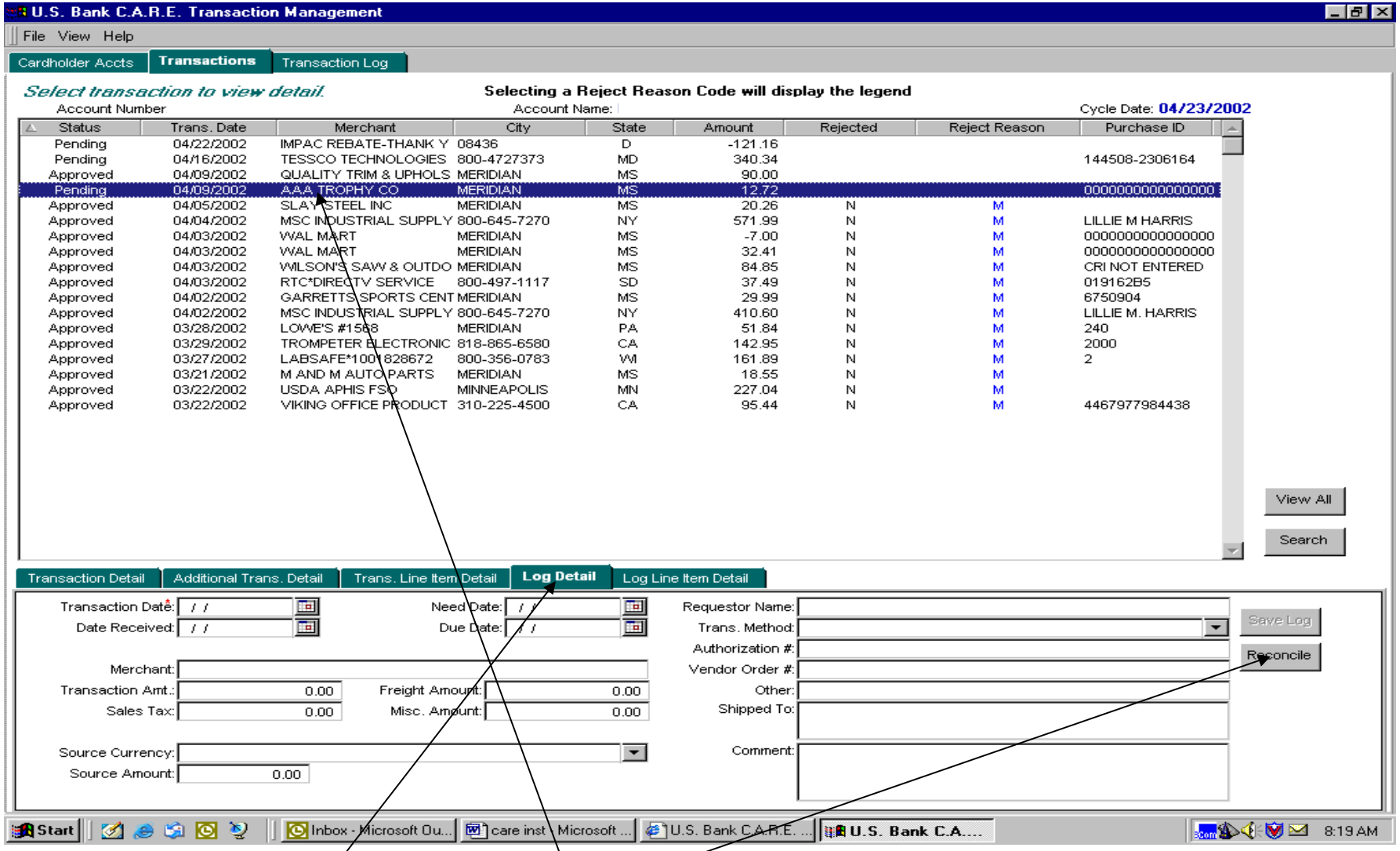

U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Account Number
Account Name
Cycle Date: 04/23/2002
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Reject Reason | Purchase ID
Pending | 04/22/2002 | IMPAC REBATE-THANK Y | 08436 | D | -121.16
Pending | 04/16/2002 | TESSCO TECHNOLOGIES | 800-4727373 | MD | 340.34 | 144508-2306164
Pending | 04/09/2002 | QUALITY TRIM & UPHOLS | MERIDIAN | MS | 90.00
Pending | 04/09/2002 | AAA TROPHY CO | MERIDIAN | MS | 12.72 | 0000000000000000
Approved | 04/05/2002 | SLAY STEEL INC | MERIDIAN | MS | 20.26 | N | M
Approved | 04/04/2002 | MSC INDUSTRIAL SUPPLY | 800-645-7270 | NY | 571.99 | N | M | LILLIE M HARRIS
Approved | 04/03/2002 | WAL MART | MERIDIAN | MS | -7.00 | N | M | 0000000000000000
Approved | 04/03/2002 | WAL MART | MERIDIAN | MS | 32.41 | N | M | 0000000000000000
Approved | 04/03/2002 | WILSON'S SAW & OUTDO | MERIDIAN | MS | 84.85 | N | M | CRI NOT ENTERED
Approved | 04/03/2002 | RTC*DIRECTV SERVICE | 800-497-1117 | SD | 37.49 | N | M | 019162B5
IF THE "RECONCILE" BUTTON IS ACTIVE, YOU HAVE TRANSACTIONS LOADED IN YOUR TRANSACTION LOG.
CLICK, "RECONCILE"
View All
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Transaction Date:
Date Received:
Need Date:
Due Date:
Requestor Name:
Trans. Method:
Authorization #:
Vendor Order #:
Other:
Shipped To:
Comment:
Merchant:
Transaction Amt.: 0.00
Freight Amount: 0.00
Sales Tax: 0.00
Misc. Amount: 0.00
Source Currency:
Source Amount: 0.00
Save Log
Reconcile
Start
Inbox - Microsoft Ou...
care inst - Microsoft ...
U.S. Bank C.A.R.E. ...
U.S. Bank C.A....
8:17 AM



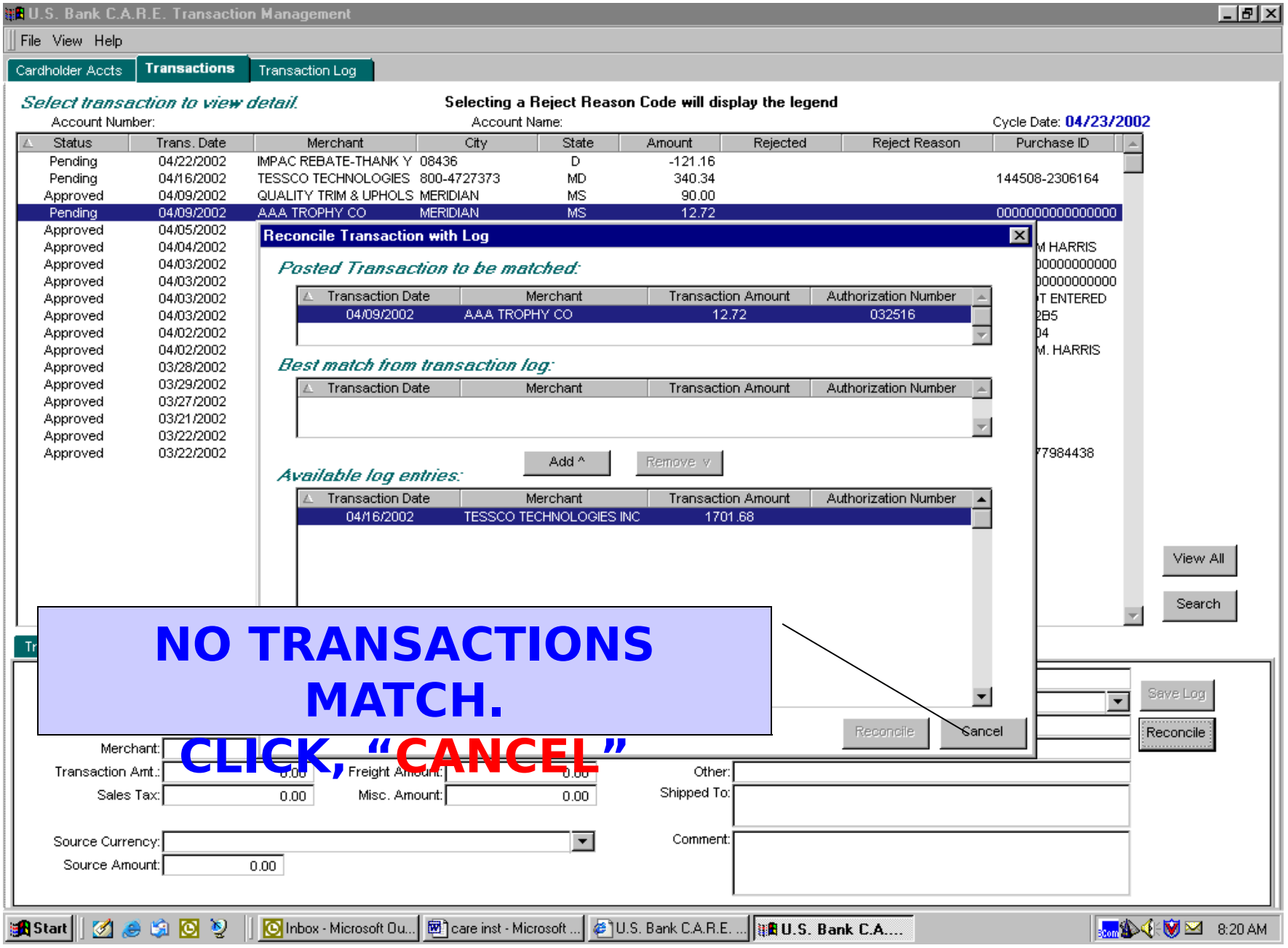
IF THERE IS NOT A TRANSACTION LOG ENTRY TO MATCH THE TRANSACTION, GO TO PAGE 23.
THE TRANSACTION WILL AUTOMATICALLY APPROVE AND PULL THE ENTRY FROM YOUR TRANSACTION LOG TO THE LOG DETAIL ATTACHED TO THE TRANSACTION.
THE ONLY TRANSACTIONS YOU SHOULD HAVE IN YOUR ARE THE ONES THAT HAVE NOT BEEN APPROVED AND THE ONES THAT HAVE NOT FLOWED THROUGH C.A.R.E.
IF TRANSACTIONS DO NOT MATCH (DIFFERENT AMOUNT, PARTIAL SHIPMENT), CLICK "CANCEL" AND EDIT YOUR TRANSACTION LOG TO MATCH TRANSACTION AND REPEAT THE RECONCILE PROCESS.

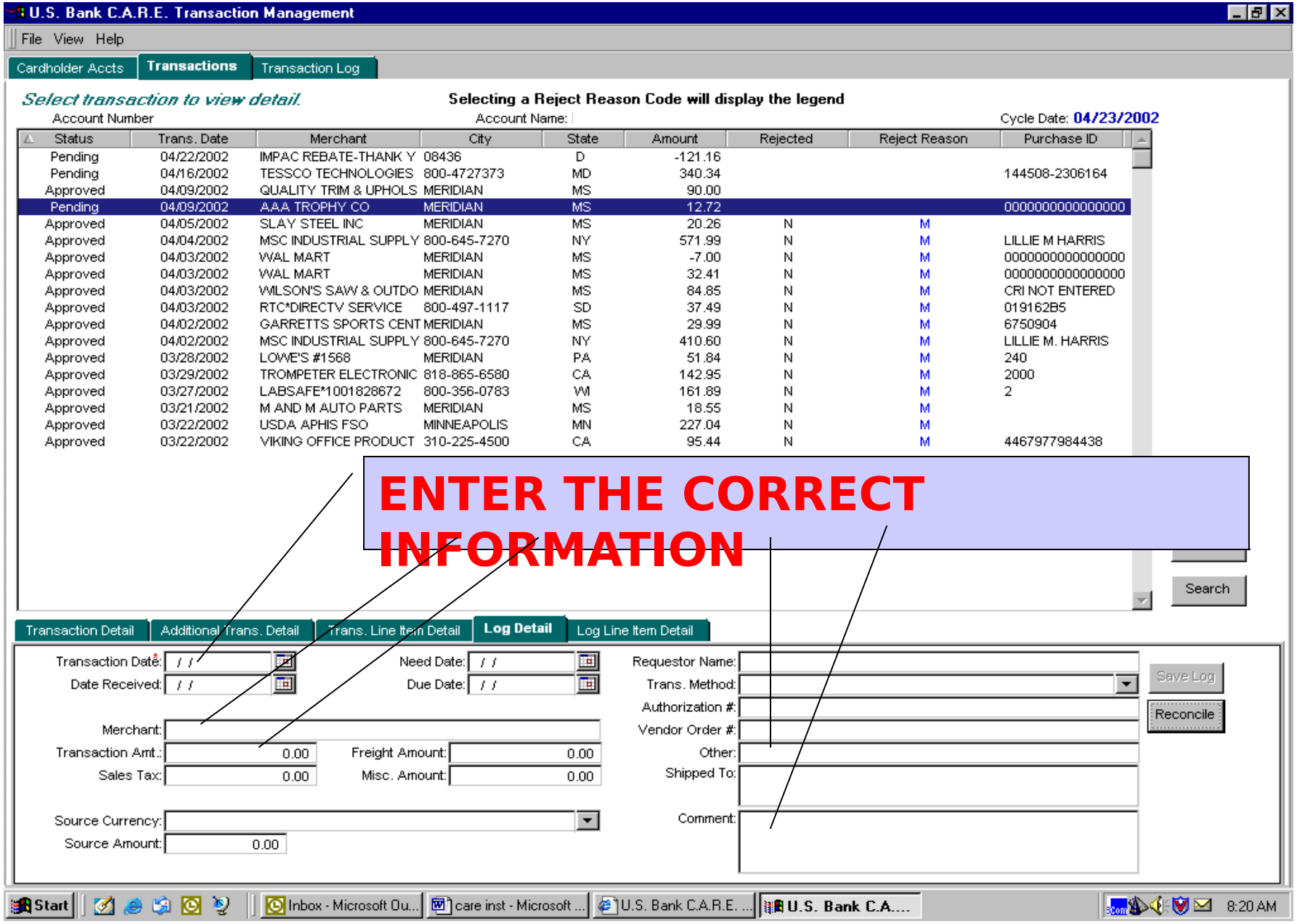


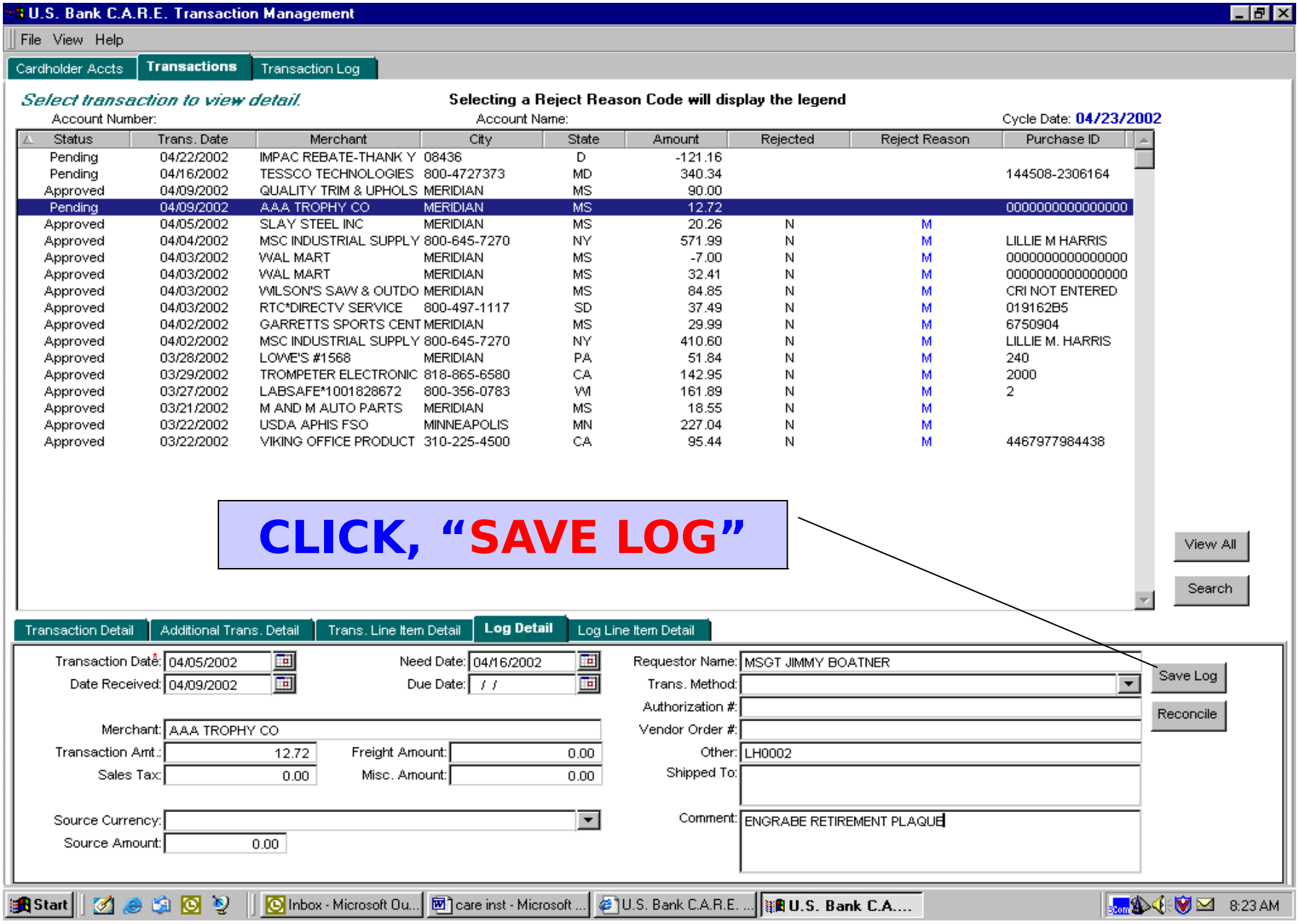
NOTICE ALL THE INFORMATION THAT WAS PREVIOUSLY ENTERED INTO THE TRANSACTION LOG IS NOW IN THE LOG DETAIL.
DO THIS FOR THE REMAINING TRANSACTIONS UNTIL ALL TRANSACTIONS STATUS IS APPROVED.

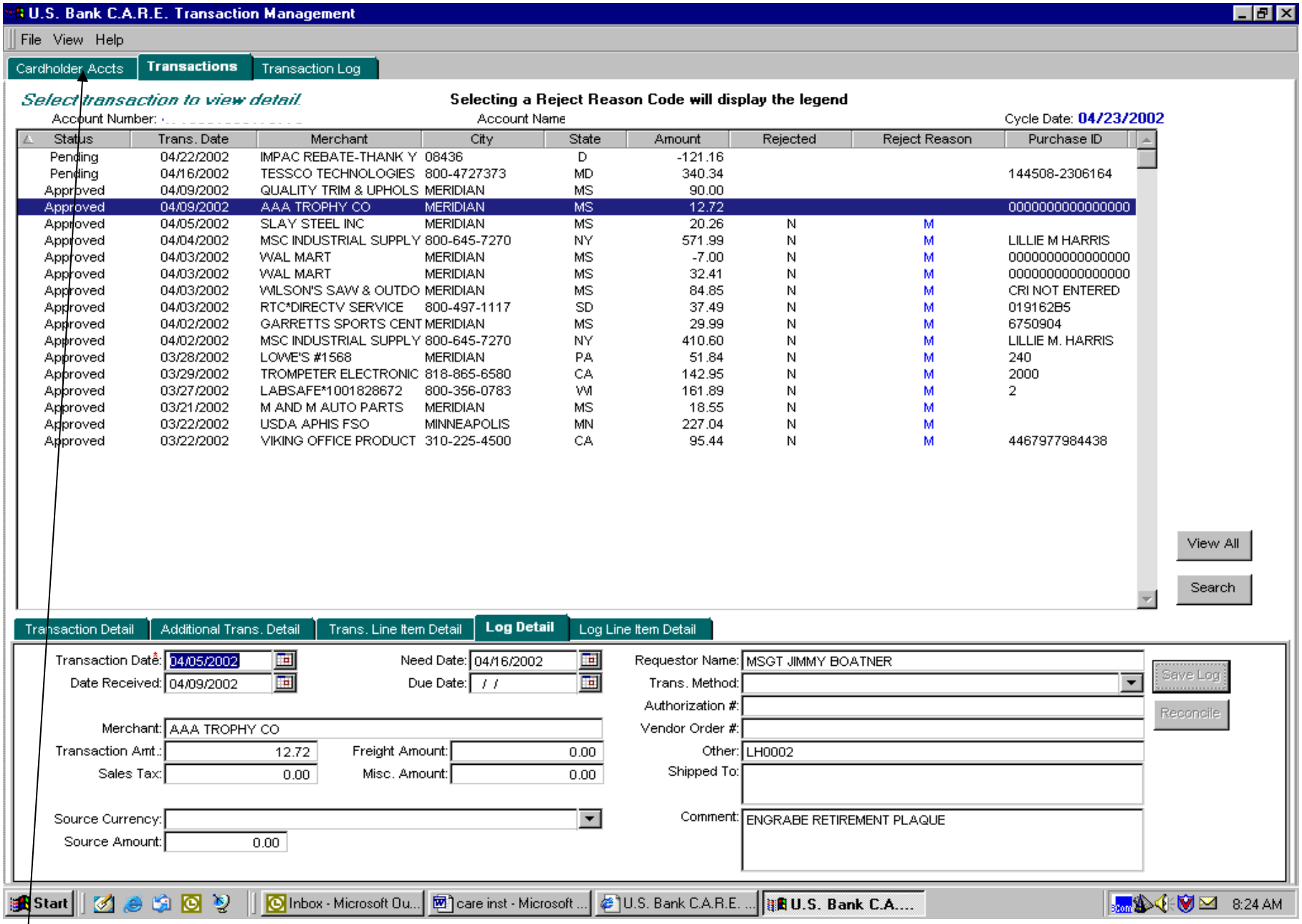


CLICK TRANSACTION YOU WANT TO APPROVE.
CLICK LOG DETAIL
CLICK RECONCILE.


U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Account Number:
Account Name:
Cycle Date: 04/23/2002
Status Trans. Date Merchant City State Amount Rejected Reject Reason Purchase ID
Pending 04/22/2002 IMPAC REBATE-THANK Y 08436 D -121.16
Pending 04/16/2002 TESSCO TECHNOLOGIES 800-4727373 MD 340.34 144508-2306164
Approved 04/09/2002 QUALITY TRIM & UPHOLS MERIDIAN MS 90.00
Pending 04/09/2002 AAA TROPHY CO MERIDIAN MS 12.72 0000000000000000
Approved 04/05/2002
Approved 04/04/2002
Approved 04/03/2002
Approved 04/03/2002
Approved 04/03/2002
Approved 04/03/2002
Approved 04/02/2002
Approved 04/02/2002
Approved 03/28/2002
Approved 03/29/2002
Approved 03/27/2002
Approved 03/21/2002
Approved 03/22/2002
Approved 03/22/2002
Reconcile Transaction with Log
Posted Transaction to be matched:
Transaction Date Merchant Transaction Amount Authorization Number
04/09/2002 AAA TROPHY CO 12.72 032516
Best match from transaction log:
Transaction Date Merchant Transaction Amount Authorization Number
Add ^
Remove v
Available log entries:
Transaction Date Merchant Transaction Amount Authorization Number
04/16/2002 TESSCO TECHNOLOGIES INC 1701.68
Reconcile
Cancel
View All
Search
Save Log
Reconcile
NO TRANSACTIONS MATCH.
CLICK, "CANCEL"
Merchant:
Transaction Amt.:
Freight Amount:
Sales Tax:
0.00
Misc. Amount:
0.00
Source Currency:
Source Amount:
0.00
Other:
Shipped To:
Comment:
Start
Inbox - Microsoft Ou...
care inst - Microsoft ...
U.S. Bank C.A.R.E. ...
U.S. Bank C.A....
8:20 AM

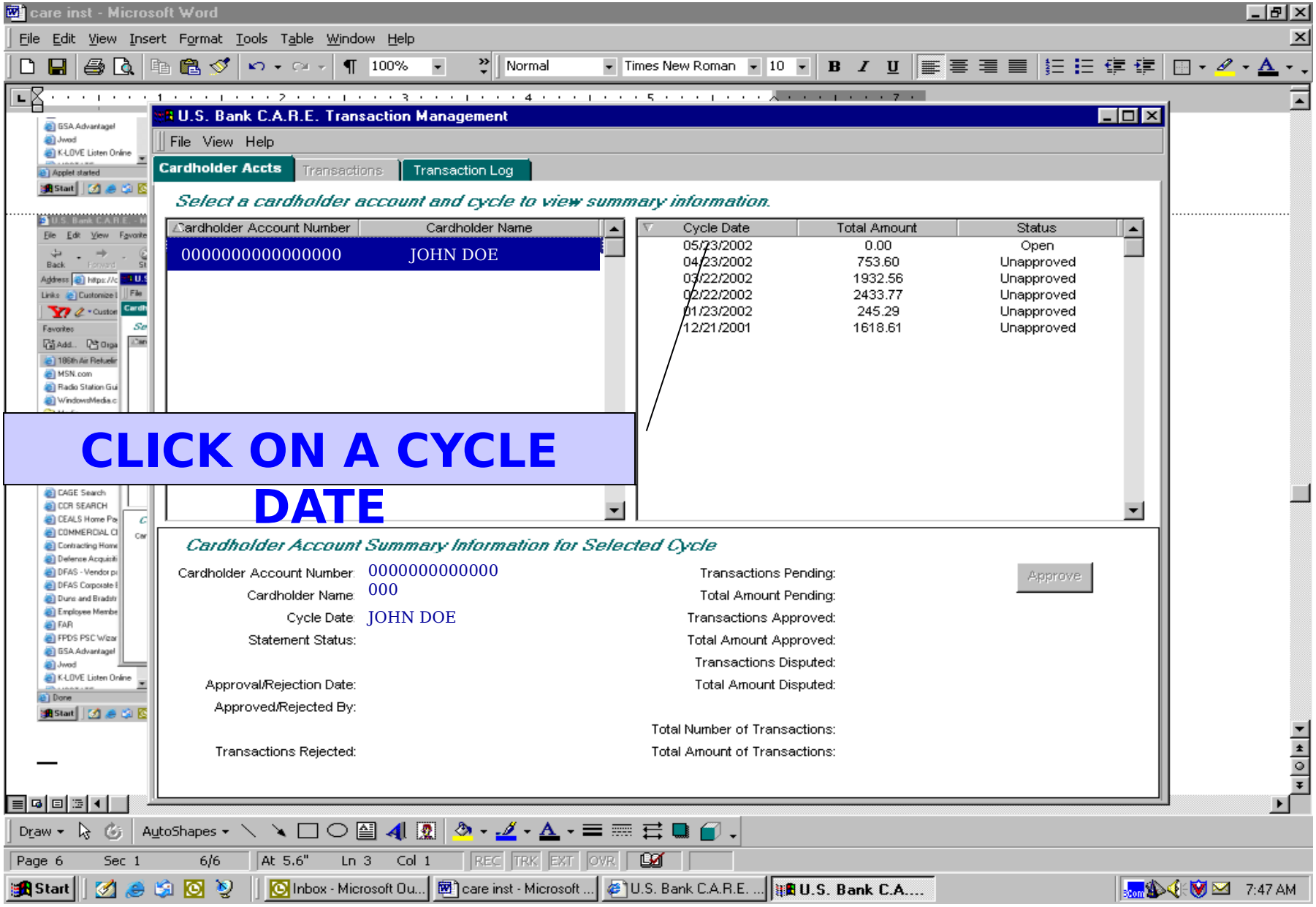

U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Account Number
Account Name:
Cycle Date: 04/23/2002
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Reject Reason | Purchase ID
Pending 04/22/2002 IMPAC REBATE-THANK Y 08436 D -121.16
Pending 04/16/2002 TESSCO TECHNOLOGIES 800-4727373 MD 340.34 144508-2306164
Approved 04/09/2002 QUALITY TRIM & UPHOLS MERIDIAN MS 90.00
Pending 04/09/2002 AAA TROPHY CO MERIDIAN MS 12.72 0000000000000000
Approved 04/05/2002 SLAY STEEL INC MERIDIAN MS 20.26 N M
Approved 04/04/2002 MSC INDUSTRIAL SUPPLY 800-645-7270 NY 571.99 N M LILLIE M HARRIS
Approved 04/03/2002 WAL MART MERIDIAN MS -7.00 N M 0000000000000000
Approved 04/03/2002 WAL MART MERIDIAN MS 32.41 N M 0000000000000000
Approved 04/03/2002 WILSON'S SAW & OUTDO MERIDIAN MS 84.85 N M CRI NOT ENTERED
Approved 04/03/2002 RTC*DIRECTV SERVICE 800-497-1117 SD 37.49 N M 019162B5
Approved 04/02/2002 GARRETTS SPORTS CENT MERIDIAN MS 29.99 N M 6750904
Approved 04/02/2002 MSC INDUSTRIAL SUPPLY 800-645-7270 NY 410.60 N M LILLIE M. HARRIS
Approved 03/28/2002 LOWE'S #1568 MERIDIAN PA 51.84 N M 240
Approved 03/29/2002 TROMPETER ELECTRONIC 818-865-6580 CA 142.95 N M 2000
Approved 03/27/2002 LABSAFE*1001828672 800-356-0783 WI 161.89 N M 2
Approved 03/21/2002 M AND M AUTO PARTS MERIDIAN MS 18.55 N M
Approved 03/22/2002 USDA APHIS FSO MINNEAPOLIS MN 227.04 N M
Approved 03/22/2002 VIKING OFFICE PRODUCT 310-225-4500 CA 95.44 N M 4467977984438
ENTER THE CORRECT INFORMATION
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Transaction Date:
Date Received:
Need Date:
Due Date:
Merchant:
Transaction Amt.: 0.00
Freight Amount: 0.00
Sales Tax: 0.00
Misc. Amount: 0.00
Source Currency:
Source Amount: 0.00
Requestor Name:
Trans. Method:
Authorization #:
Vendor Order #:
Other:
Shipped To:
Comment:
Save Log
Reconcile
Start
Inbox - Microsoft Ou...
care inst - Microsoft ...
U.S. Bank C.A.R.E. ...
U.S. Bank C.A....
8:20 AM


U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Account Number:
Account Name:
Cycle Date: 04/23/2002
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Reject Reason | Purchase ID
Pending | 04/22/2002 | IMPAC REBATE-THANK Y | 08436 | D | -121.16
Pending | 04/16/2002 | TESSCO TECHNOLOGIES | 800-4727373 | MD | 340.34 | 144508-2306164
Approved | 04/09/2002 | QUALITY TRIM & UPHOLS | MERIDIAN | MS | 90.00
Pending | 04/09/2002 | AAA TROPHY CO | MERIDIAN | MS | 12.72 | 0000000000000000
Approved | 04/05/2002 | SLAY STEEL INC | MERIDIAN | MS | 20.26 | N | M
Approved | 04/04/2002 | MSC INDUSTRIAL SUPPLY | 800-645-7270 | NY | 571.99 | N | M | LILLIE M HARRIS
Approved | 04/03/2002 | WAL MART | MERIDIAN | MS | -7.00 | N | M | 0000000000000000
Approved | 04/03/2002 | WAL MART | MERIDIAN | MS | 32.41 | N | M | 0000000000000000
Approved | 04/03/2002 | WILSON'S SAW & OUTDO | MERIDIAN | MS | 84.85 | N | M | CRI NOT ENTERED
Approved | 04/03/2002 | RTC*DIRECTV SERVICE | 800-497-1117 | SD | 37.49 | N | M | 019162B5
Approved | 04/02/2002 | GARRETTS SPORTS CENT | MERIDIAN | MS | 29.99 | N | M | 6750904
Approved | 04/02/2002 | MSC INDUSTRIAL SUPPLY | 800-645-7270 | NY | 410.60 | N | M | LILLIE M. HARRIS
Approved | 03/28/2002 | LOWE'S #1568 | MERIDIAN | PA | 51.84 | N | M | 240
Approved | 03/29/2002 | TROMPETER ELECTRONIC | 818-865-6580 | CA | 142.95 | N | M | 2000
Approved | 03/27/2002 | LABSAFE*1001828672 | 800-356-0783 | WI | 161.89 | N | M | 2
Approved | 03/21/2002 | M AND M AUTO PARTS | MERIDIAN | MS | 18.55 | N | M
Approved | 03/22/2002 | USDA APHIS FSO | MINNEAPOLIS | MN | 227.04 | N | M
Approved | 03/22/2002 | VIKING OFFICE PRODUCT | 310-225-4500 | CA | 95.44 | N | M | 4467977984438
CLICK, "SAVE LOG"
View All
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Transaction Date: 04/05/2002
Date Received: 04/09/2002
Need Date: 04/16/2002
Due Date: / /
Requestor Name: MSGT JIMMY BOATNER
Trans. Method:
Authorization #:
Vendor Order #:
Other: LH0002
Shipped To:
Comment: ENGRABE RETIREMENT PLAQUE
Save Log
Reconcile
Merchant: AAA TROPHY CO
Transaction Amt.: 12.72
Freight Amount: 0.00
Sales Tax: 0.00
Misc. Amount: 0.00
Source Currency:
Source Amount: 0.00
Start
Inbox - Microsoft Ou...
care inst - Microsoft ...
U.S. Bank C.A.R.E. ...
U.S. Bank C.A....
8:23 AM

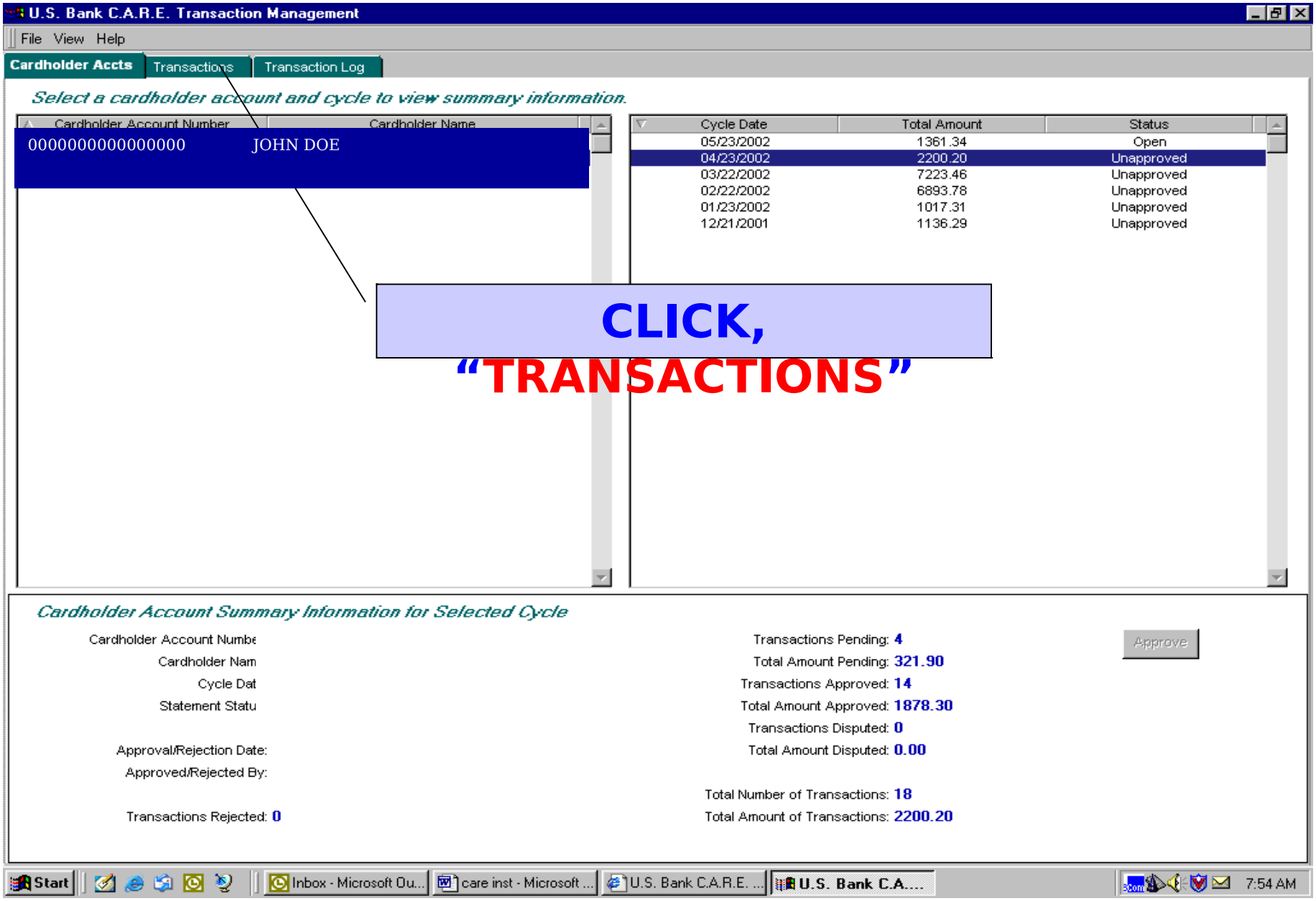


NOTICE THE STATUS CHANGES FROM PENDING TO APPROVED.

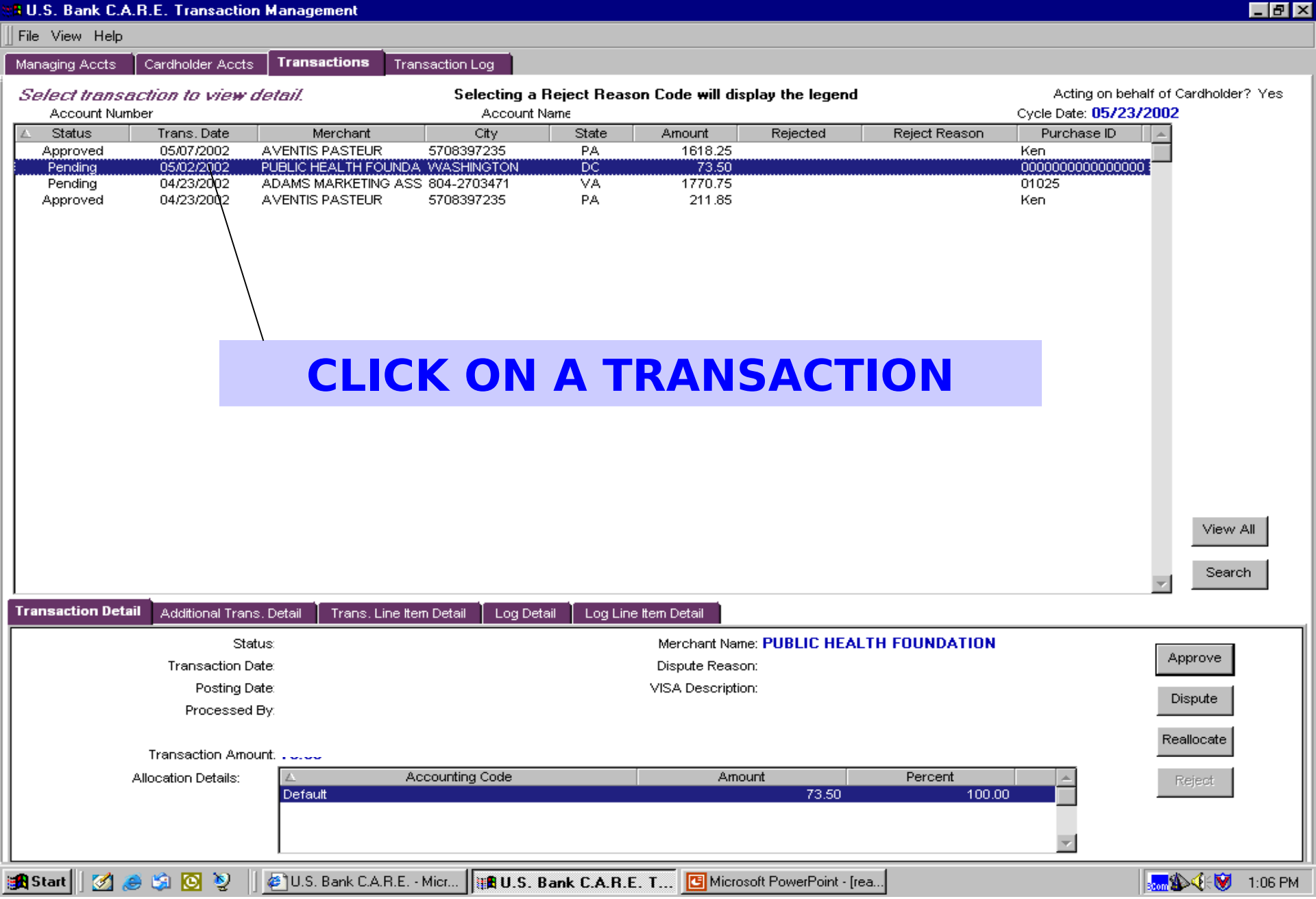
TO REALLOCATE A TRANSACTION IN C.A.R.E.

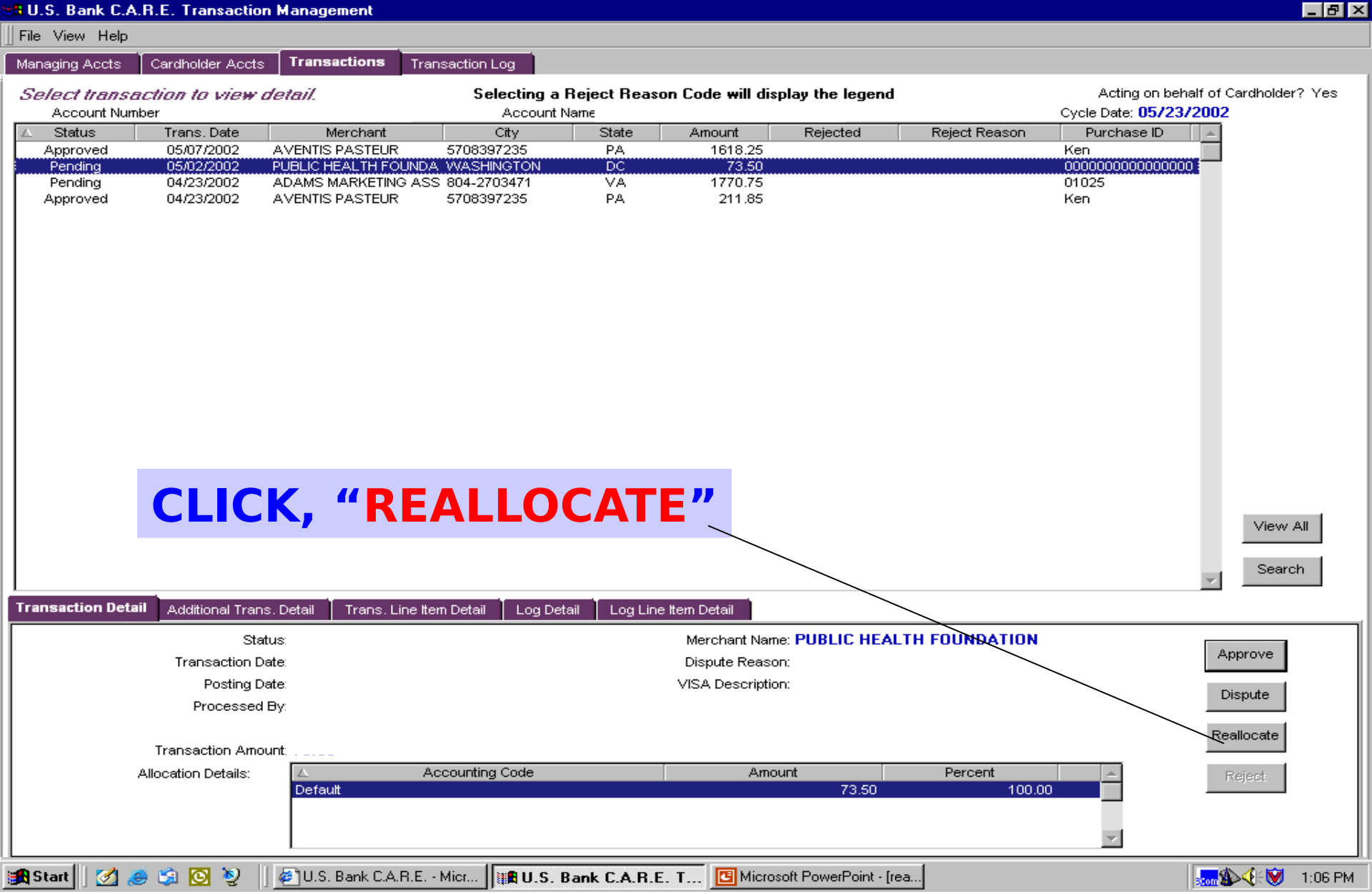


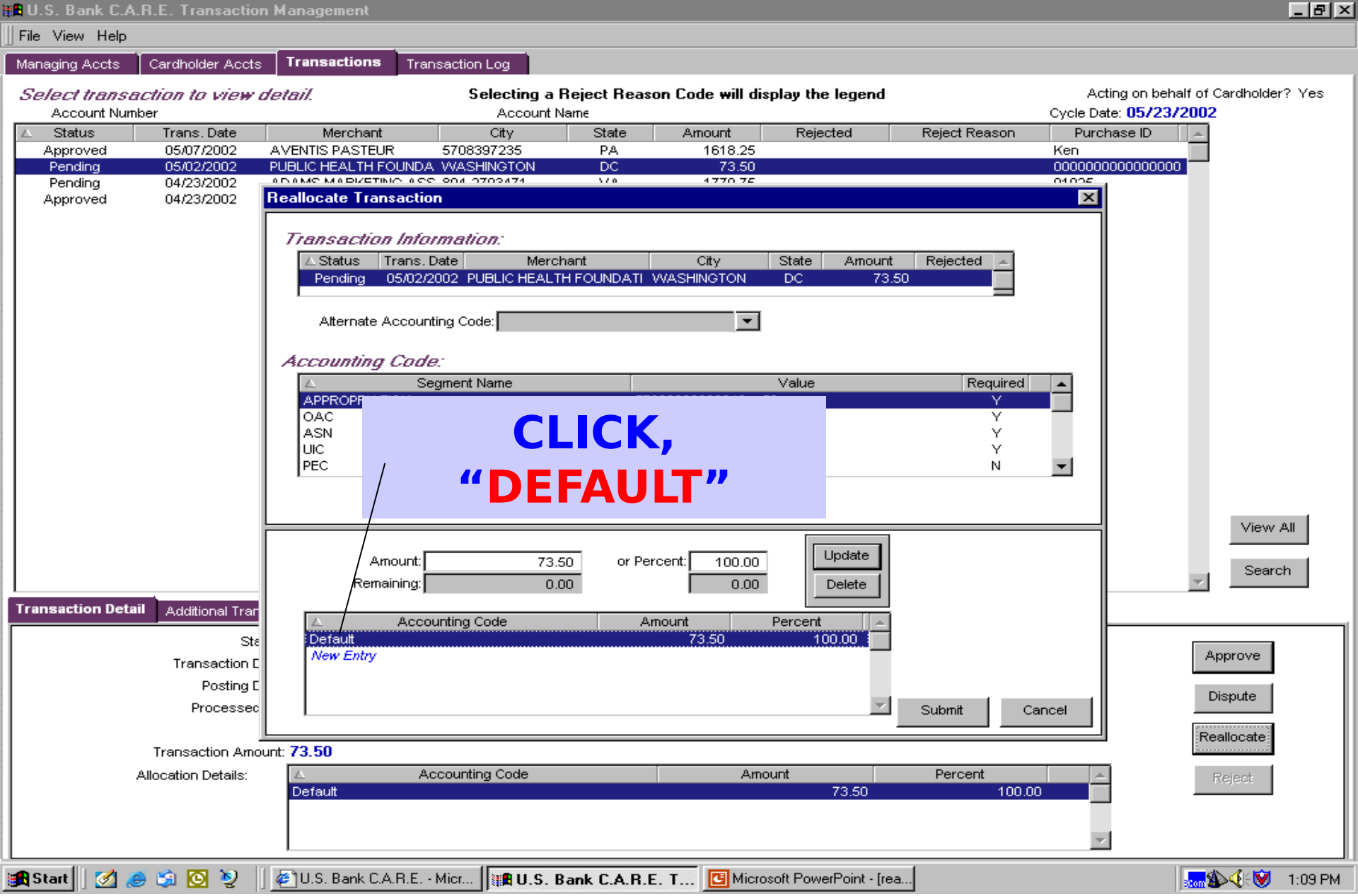
NOTICE NOW THERE ARE TWO TABS ACTIVE.
WE WILL NOT DO ANYTHING TO CYCLES BEFORE 4/23/2002



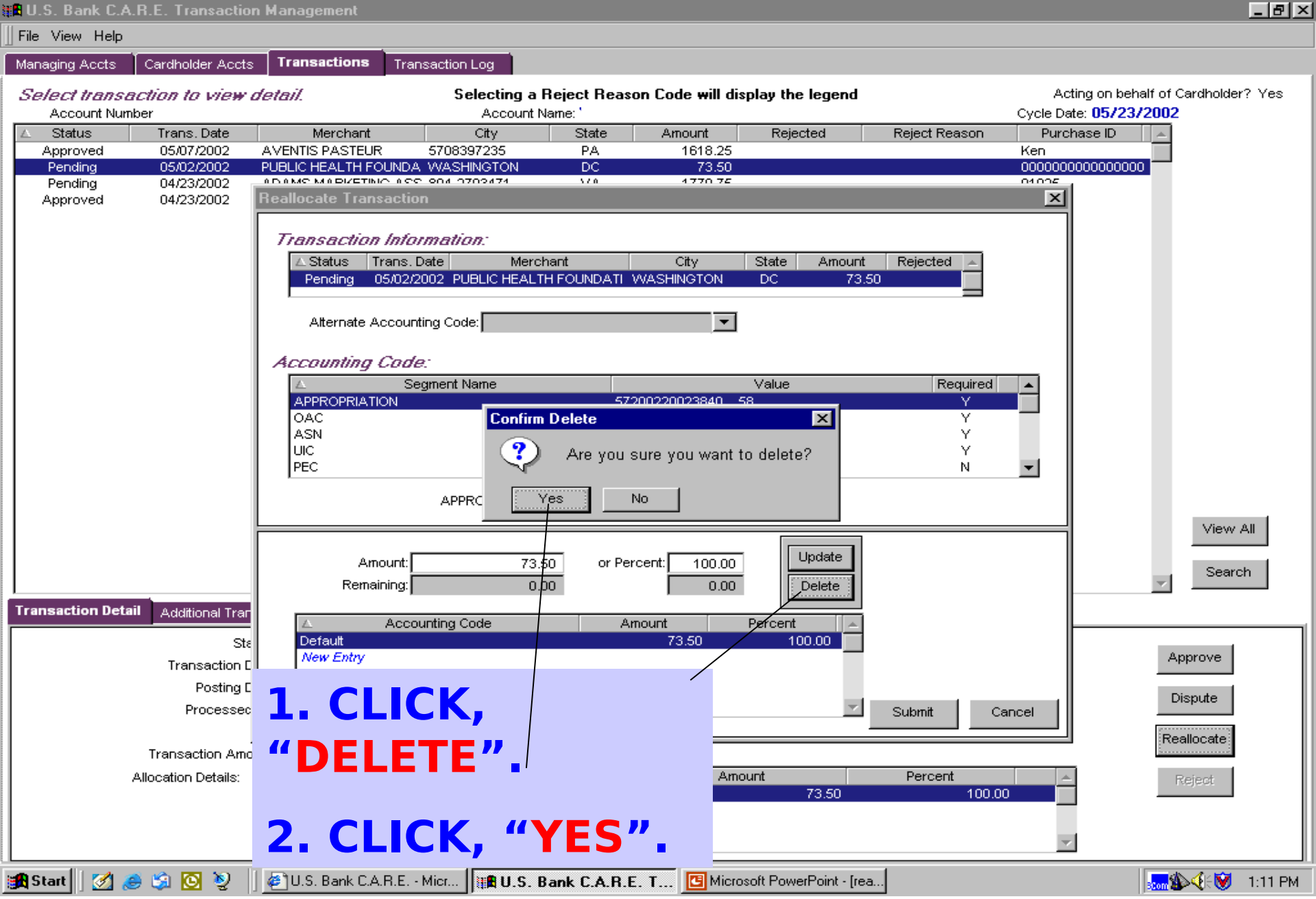
NOTICE ALL THREE TABS ARE ACTIVE NOW.

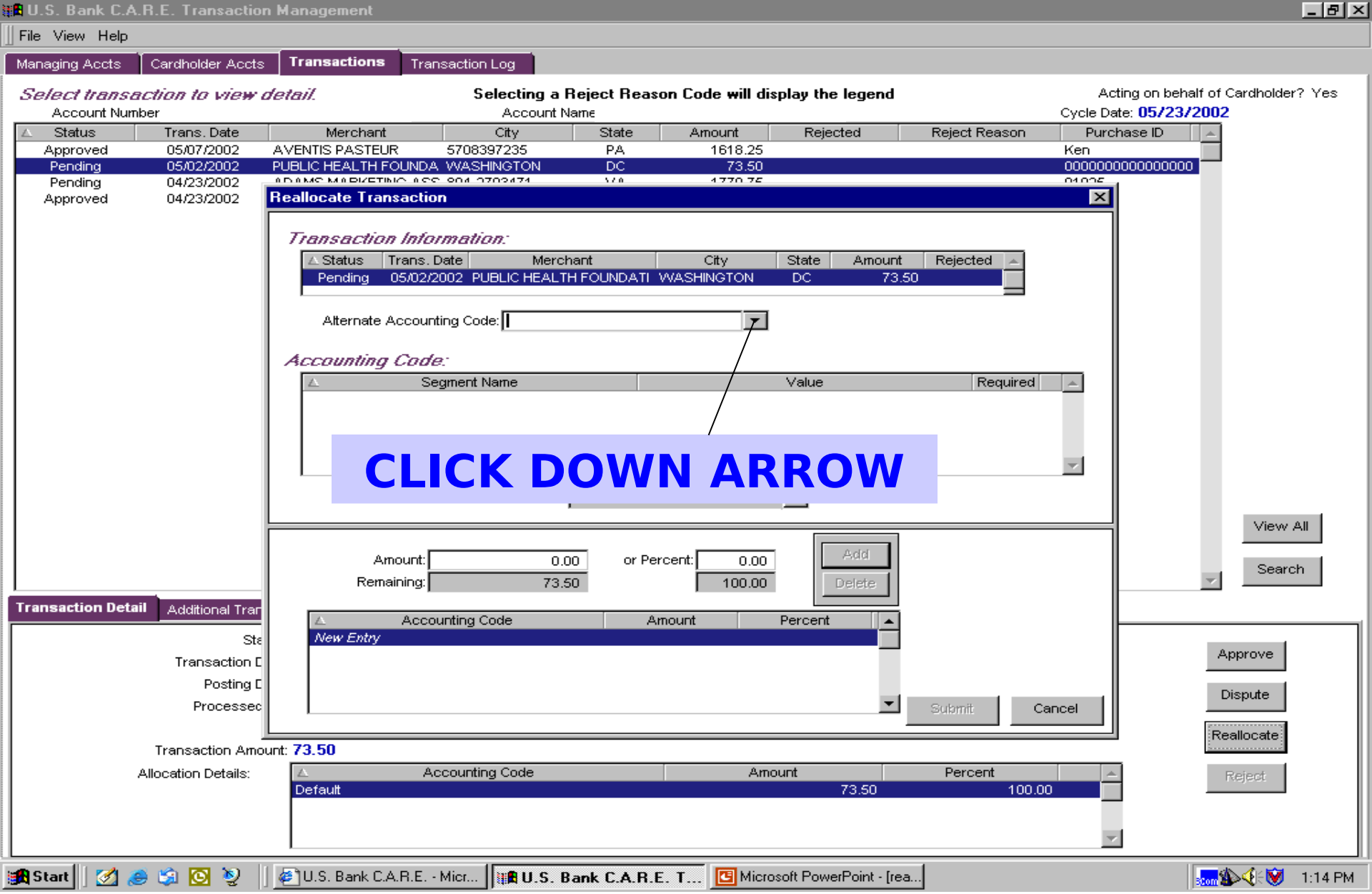

U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? Yes
Account Number
Account Name
Cycle Date: 05/23/2002
Status
Trans. Date
Merchant
City
State
Amount
Rejected
Reject Reason
Purchase ID
Approved 05/07/2002 AVENTIS PASTEUR 5708397235 PA 1618.25 Ken
Pending 05/02/2002 PUBLIC HEALTH FOUNDA WASHINGTON DC 73.50 0000000000000000
Pending 04/23/2002 ADAMS MARKETING ASS 804-2703471 VA 1770.75 01025
Approved 04/23/2002 AVENTIS PASTEUR 5708397235 PA 211.85 Ken
CLICK ON A TRANSACTION
View All
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Status:
Transaction Date:
Posting Date:
Processed By:
Merchant Name: PUBLIC HEALTH FOUNDATION
Dispute Reason:
VISA Description:
Approve
Dispute
Reallocate
Reject
Transaction Amount:
Allocation Details:
Accounting Code
Amount
Percent
Default 73.50 100.00
Start
U.S. Bank C.A.R.E. - Micr...
U.S. Bank C.A.R.E. T...
Microsoft PowerPoint - [rea...
1:06 PM

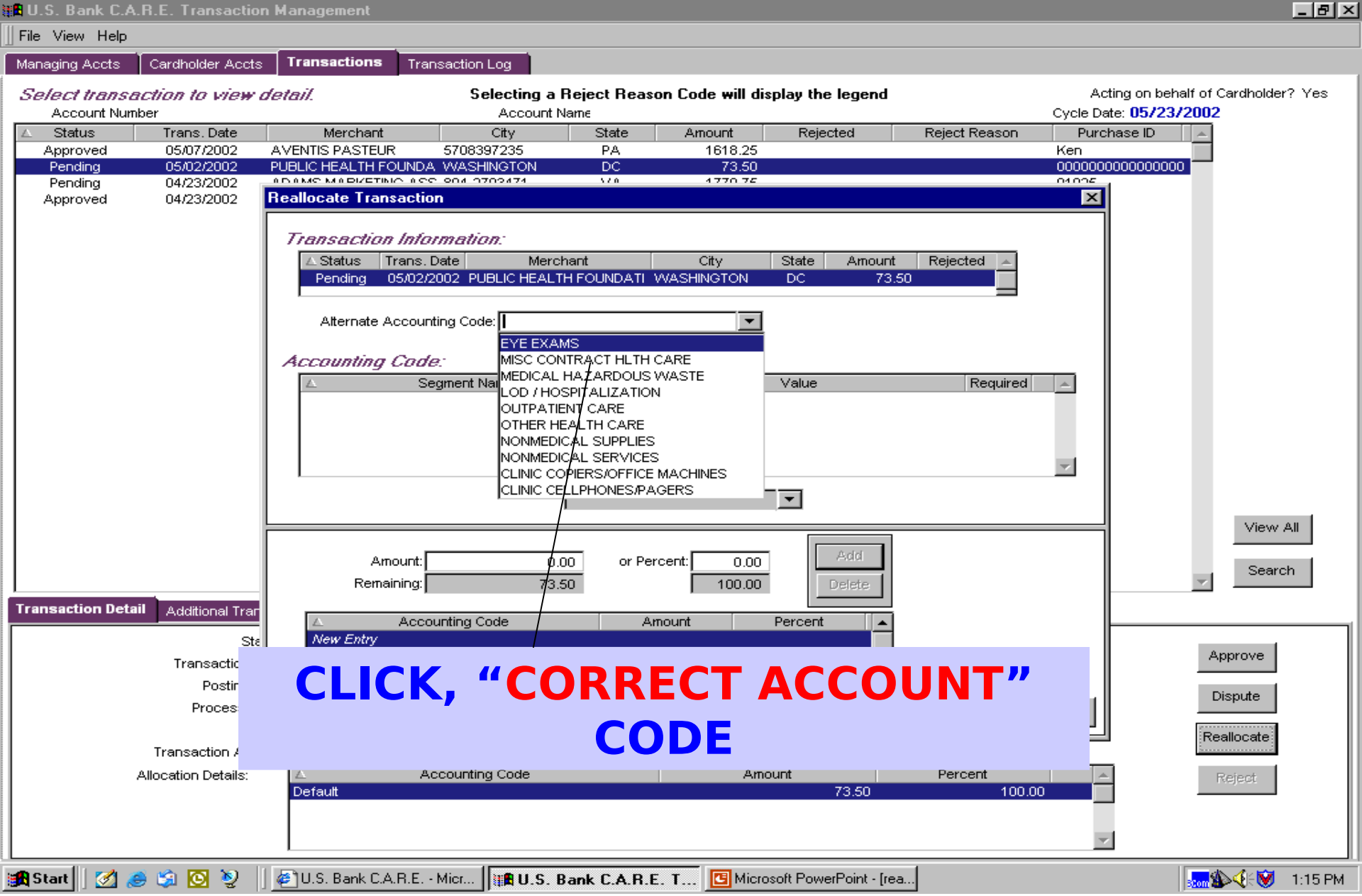

U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? Yes
Account Number
Account Name
Cycle Date: 05/23/2002
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Reject Reason | Purchase ID
Approved 05/07/2002 AVENTIS PASTEUR 5708397235 PA 1618.25 Ken
Pending 05/02/2002 PUBLIC HEALTH FOUNDA WASHINGTON DC 73.50 0000000000000000
Pending 04/23/2002 ADAMS MARKETING ASS 804-2703471 VA 1770.75 01025
Approved 04/23/2002 AVENTIS PASTEUR 5708397235 PA 211.85 Ken
CLICK, "REALLOCATE"
View All
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Status:
Transaction Date:
Posting Date:
Processed By:
Merchant Name: PUBLIC HEALTH FOUNDATION
Dispute Reason:
VISA Description:
Approve
Dispute
Reallocate
Reject
Transaction Amount:
Allocation Details:
Accounting Code | Amount | Percent
Default 73.50 100.00
Start
U.S. Bank C.A.R.E. - Micr...
U.S. Bank C.A.R.E. T...
Microsoft PowerPoint - [rea...
1:06 PM



IF YOU DO NOT SEE DEFAULT GO ON TO PAGE 35.

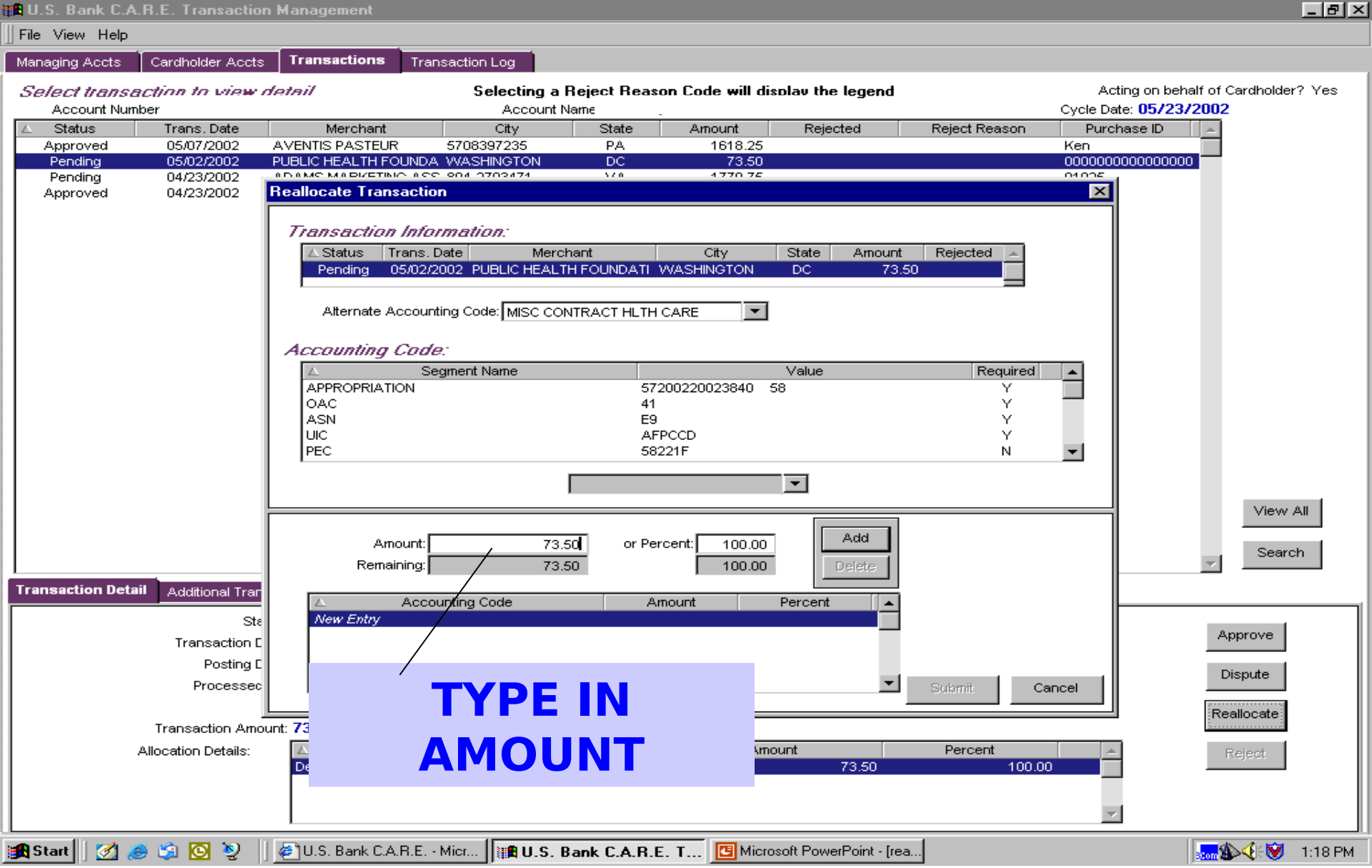

U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? Yes
Account Number
Account Name:
Cycle Date: 05/23/2002
Status
Trans. Date
Merchant
City
State
Amount
Rejected
Reject Reason
Purchase ID
Approved 05/07/2002 AVENTIS PASTEUR 5708397235 PA 1618.25 Ken
Pending 05/02/2002 PUBLIC HEALTH FOUNDA WASHINGTON DC 73.50 0000000000000000
Pending 04/23/2002
Approved 04/23/2002
Reallocate Transaction
Transaction Information:
Status
Trans. Date
Merchant
City
State
Amount
Rejected
Pending 05/02/2002 PUBLIC HEALTH FOUNDATI WASHINGTON DC 73.50
Alternate Accounting Code:
Accounting Code:
Segment Name
Value
Required
APPROPRIATION
OAC Y
ASN Y
UIC Y
PEC N
Confirm Delete
Are you sure you want to delete?
Yes
No
Amount: 73.50
or Percent: 100.00
Remaining: 0.00
0.00
Update
Delete
Accounting Code
Amount
Percent
Default 73.50 100.00
New Entry
Submit
Cancel
View All
Search
Transaction Detail
Additional Tran
Approve
Dispute
Reallocate
Reject
Allocation Details:
Amount
Percent
73.50
100.00
1. CLICK, “DELETE”.
2. CLICK, “YES”.
Start
U.S. Bank C.A.R.E. - Micr...
U.S. Bank C.A.R.E. T...
Microsoft PowerPoint - [rea...
1:11 PM

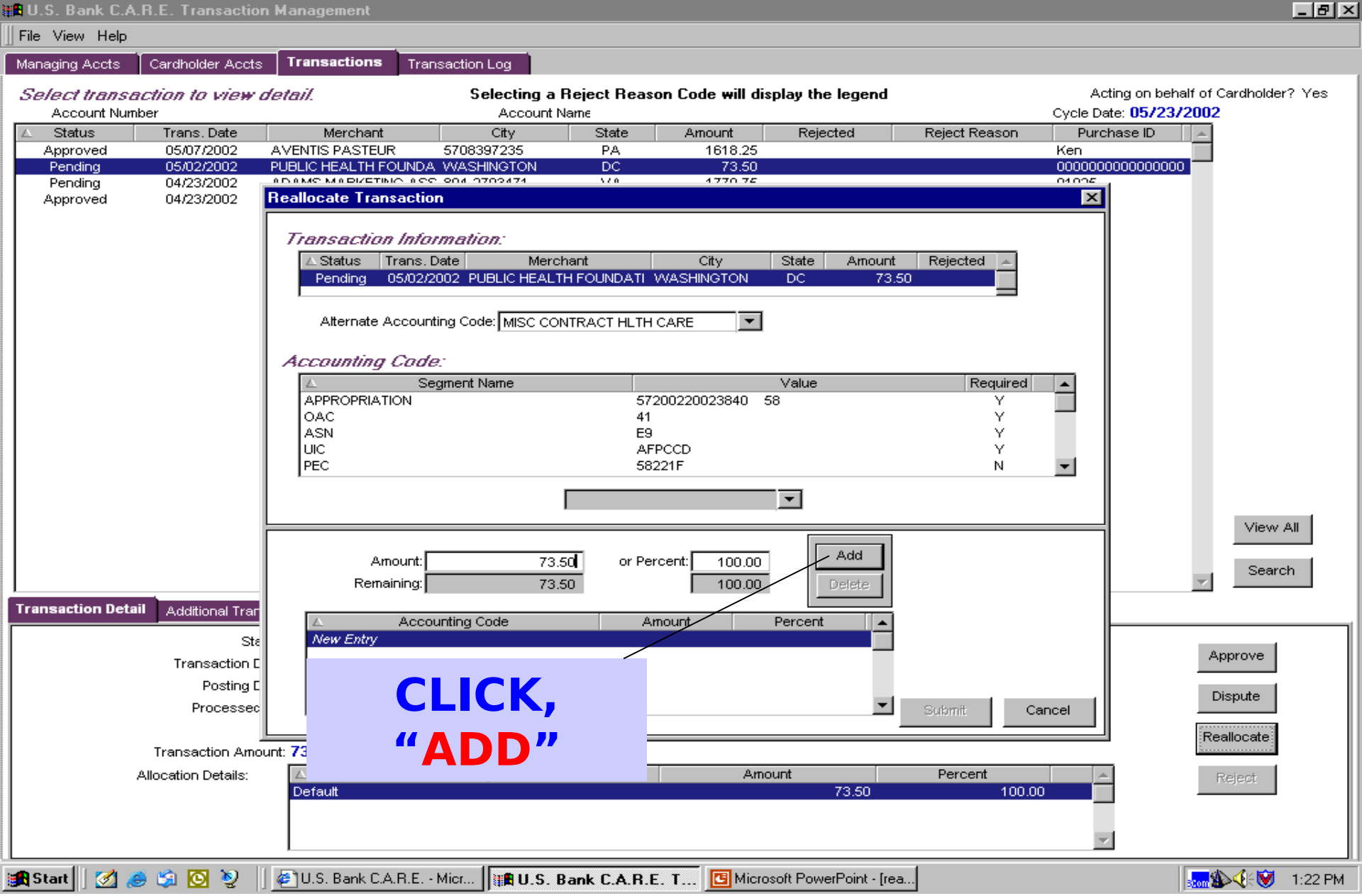

U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? Yes
Account Number
Account Name
Cycle Date: 05/23/2002
Status Trans. Date Merchant City State Amount Rejected Reject Reason Purchase ID
Approved 05/07/2002 AVENTIS PASTEUR 5708397235 PA 1618.25 Ken
Pending 05/02/2002 PUBLIC HEALTH FOUNDA WASHINGTON DC 73.50 0000000000000000
Pending 04/23/2002
Approved 04/23/2002
Reallocate Transaction
Transaction Information:
Status Trans. Date Merchant City State Amount Rejected
Pending 05/02/2002 PUBLIC HEALTH FOUNDATI WASHINGTON DC 73.50
Alternate Accounting Code:
Accounting Code:
Segment Name Value Required
CLICK DOWN ARROW
Amount: 0.00
or Percent: 0.00
Remaining: 73.50
100.00
Add
Delete
Accounting Code Amount Percent
New Entry
Submit
Cancel
View All
Search
Transaction Detail
Additional Tran
Approve
Dispute
Reallocate
Reject
Transaction Amount: 73.50
Allocation Details:
Accounting Code Amount Percent
Default 73.50 100.00
Start
U.S. Bank C.A.R.E. - Micr...
U.S. Bank C.A.R.E. T...
Microsoft PowerPoint - [rea...
1:14 PM

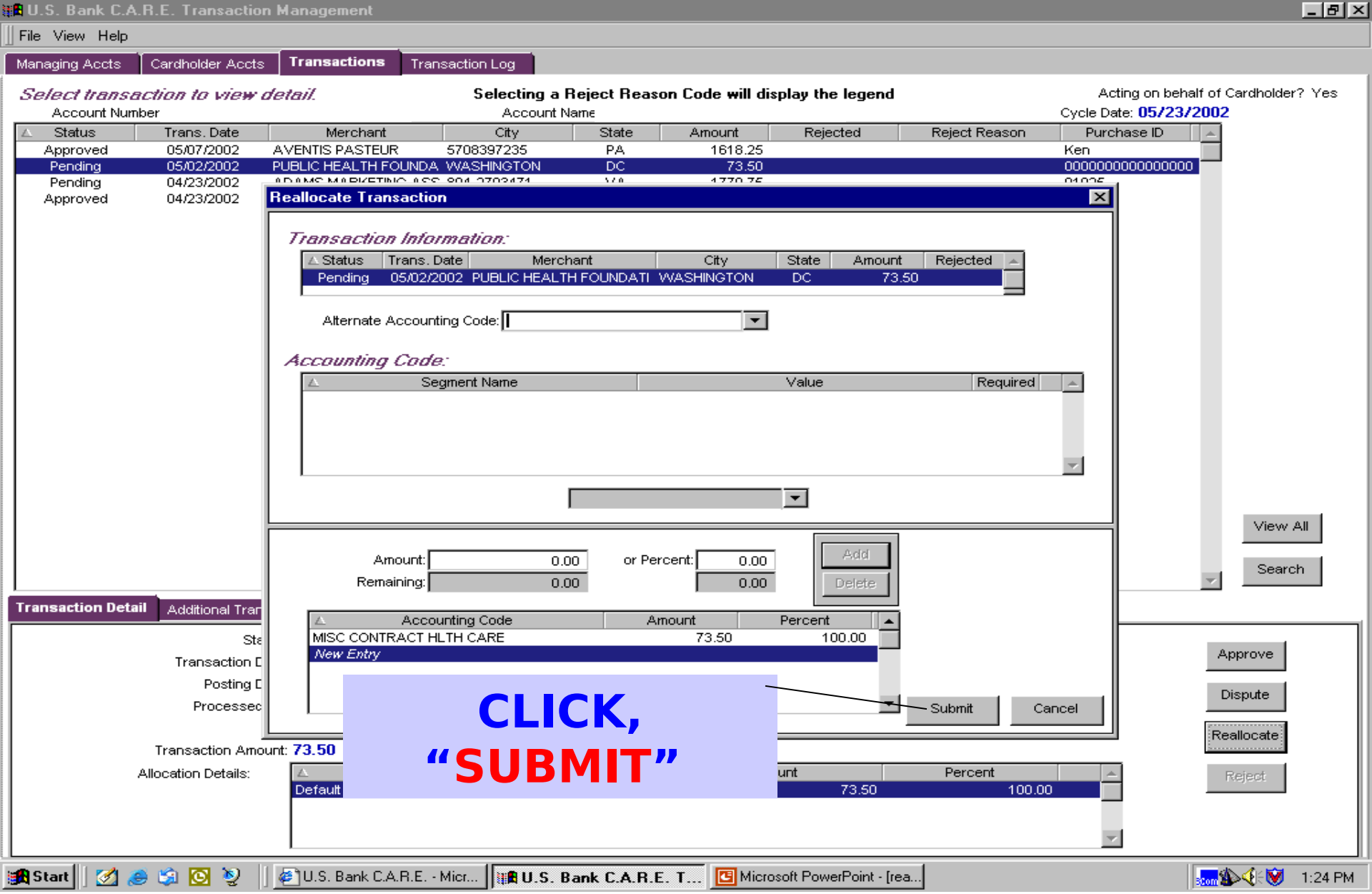


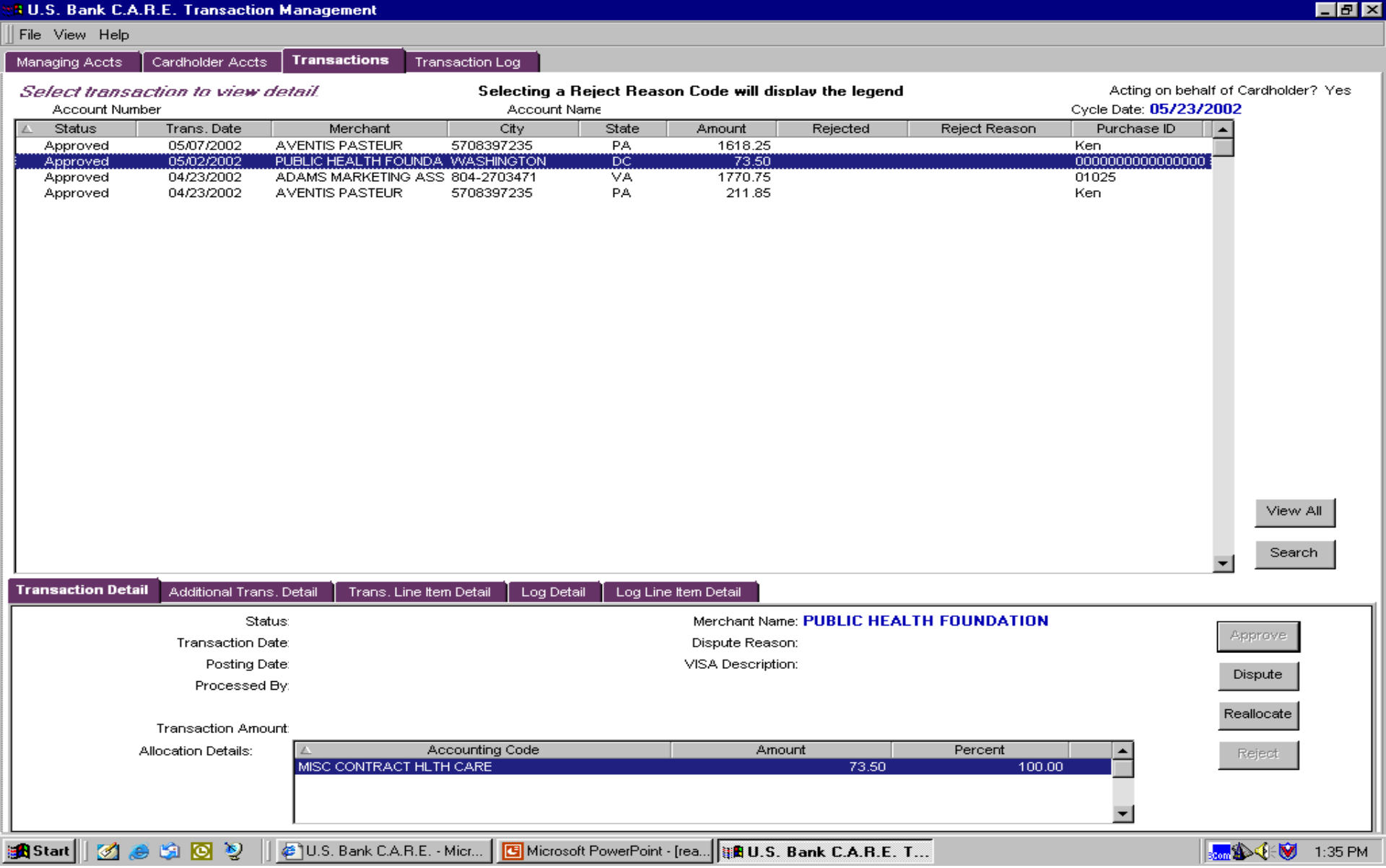
CLICK, "CORRECT ACCOUNT" CODE

IF YOU DON'T SEE THE APPROPRIATE ACCOUNTING CODE, NOTIFY FINANCE AND/OR CONTRACTING.


U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? Yes
Account Number
Account Name
Cycle Date: 05/23/2002
Status
Trans. Date
Merchant
City
State
Amount
Rejected
Reject Reason
Purchase ID
Approved 05/07/2002 AVENTIS PASTEUR 5708397235 PA 1618.25 Ken
Pending 05/02/2002 PUBLIC HEALTH FOUNDA WASHINGTON DC 73.50 0000000000000000
Pending 04/23/2002
Approved 04/23/2002
Reallocate Transaction
Transaction Information:
Status
Trans. Date
Merchant
City
State
Amount
Rejected
Pending 05/02/2002 PUBLIC HEALTH FOUNDATI WASHINGTON DC 73.50
Alternate Accounting Code: MISC CONTRACT HLTH CARE
Accounting Code:
Segment Name
Value
Required
APPROPRIATION 57200220023840 58 Y
OAC 41 Y
ASN E9 Y
UIC AFPCCD Y
PEC 58221F N
Amount: 73.50
Remaining: 73.50
or Percent: 100.00
100.00
Add
Delete
Accounting Code
Amount
Percent
New Entry
Submit
Cancel
TYPE IN AMOUNT
View All
Search
Transaction Detail
Additional Tran
Transaction Amount: 73
Allocation Details:
Amount
Percent
73.50
100.00
Approve
Dispute
Reallocate
Reject
Start
U.S. Bank C.A.R.E. - Micr...
U.S. Bank C.A.R.E. T...
Microsoft PowerPoint - [rea...
1:18 PM


U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? Yes
Account Number
Account Name
Cycle Date: 05/23/2002
Status Trans. Date Merchant City State Amount Rejected Reject Reason Purchase ID
Approved 05/07/2002 AVENTIS PASTEUR 5708397235 PA 1618.25 Ken
Pending 05/02/2002 PUBLIC HEALTH FOUNDA WASHINGTON DC 73.50 0000000000000000
Pending 04/23/2002
Approved 04/23/2002
Reallocate Transaction
Transaction Information:
Status Trans. Date Merchant City State Amount Rejected
Pending 05/02/2002 PUBLIC HEALTH FOUNDATI WASHINGTON DC 73.50
Alternate Accounting Code: MISC CONTRACT HLTH CARE
Accounting Code:
Segment Name Value Required
APPROPRIATION 57200220023840 58 Y
OAC 41 Y
ASN E9 Y
UIC AFPCCD Y
PEC 58221F N
Amount: 73.50
Remaining: 73.50
or Percent: 100.00
100.00
Add
Delete
Accounting Code Amount Percent
New Entry
Submit
Cancel
CLICK, "ADD"
View All
Search
Transaction Detail
Additional Tran
Approve
Dispute
Reallocate
Reject
Transaction Amount: 73
Allocation Details:
Amount Percent
Default 73.50 100.00
Start
U.S. Bank C.A.R.E. - Micr...
U.S. Bank C.A.R.E. T...
Microsoft PowerPoint - [rea...
1:22 PM


U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? Yes
Account Number
Account Name
Cycle Date: 05/23/2002
Status
Trans. Date
Merchant
City
State
Amount
Rejected
Reject Reason
Purchase ID
Approved 05/07/2002 AVENTIS PASTEUR 5708397235 PA 1618.25 Ken
Pending 05/02/2002 PUBLIC HEALTH FOUNDA WASHINGTON DC 73.50 0000000000000000
Pending 04/23/2002
Approved 04/23/2002
Reallocate Transaction
Transaction Information:
Status
Trans. Date
Merchant
City
State
Amount
Rejected
Pending 05/02/2002 PUBLIC HEALTH FOUNDATI WASHINGTON DC 73.50
Alternate Accounting Code:
Accounting Code:
Segment Name
Value
Required
Amount: 0.00
or Percent: 0.00
Remaining: 0.00 0.00
Add
Delete
Accounting Code
Amount
Percent
MISC CONTRACT HLTH CARE 73.50 100.00
New Entry
Submit
Cancel
View All
Search
Transaction Detail
Additional Tran
Approve
Dispute
Reallocate
Reject
Transaction Amount: 73.50
Allocation Details:
Percent
Default 73.50 100.00
CLICK,
"SUBMIT"
Start
U.S. Bank C.A.R.E. - Micr...
U.S. Bank C.A.R.E. T...
Microsoft PowerPoint - [rea...
1:24 PM

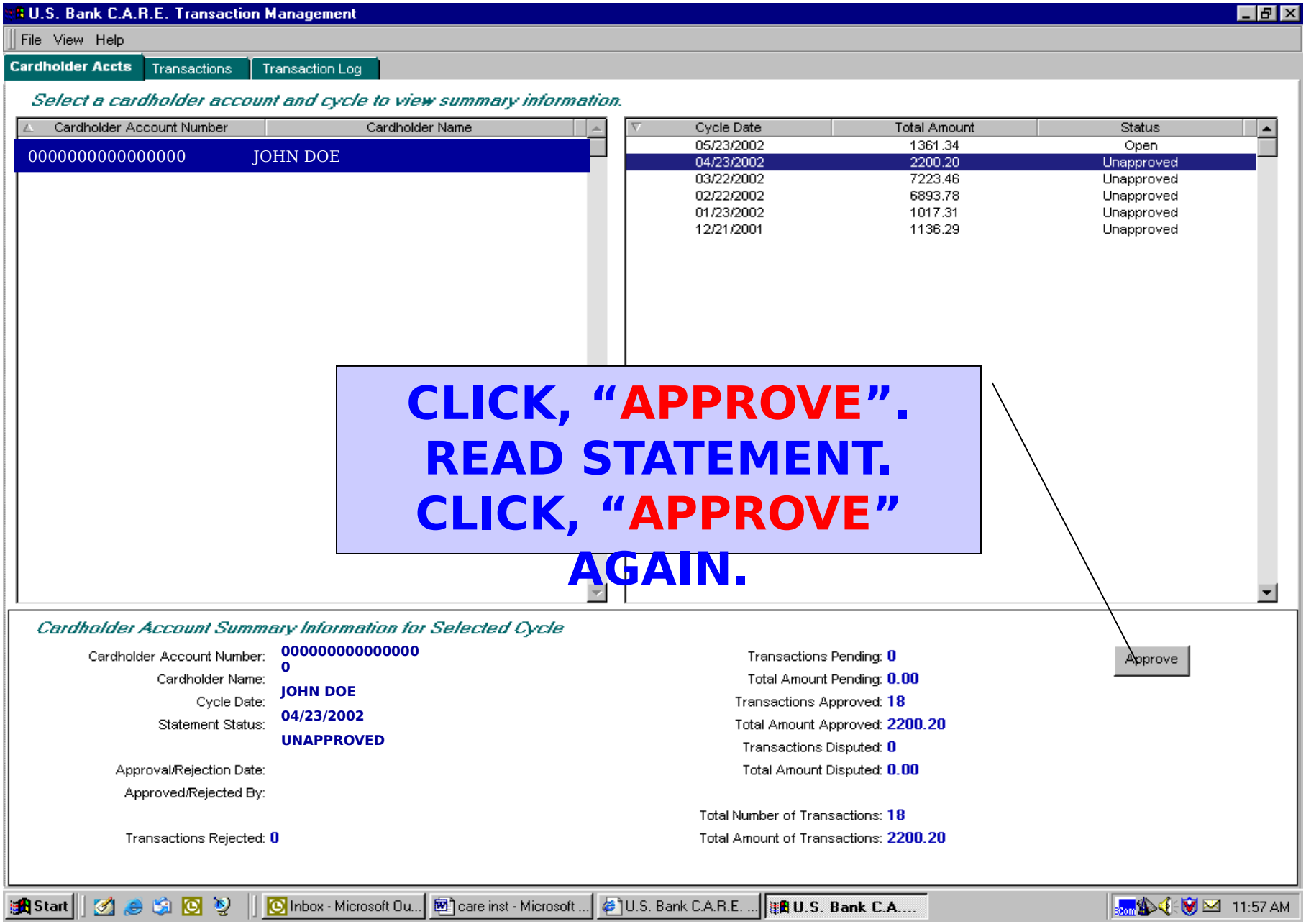


TRANSACTION CHANGES FROM PENDING TO APPROVED UNLESS THE TRANSACTION WAS PREVIOUSLY APPROVED.

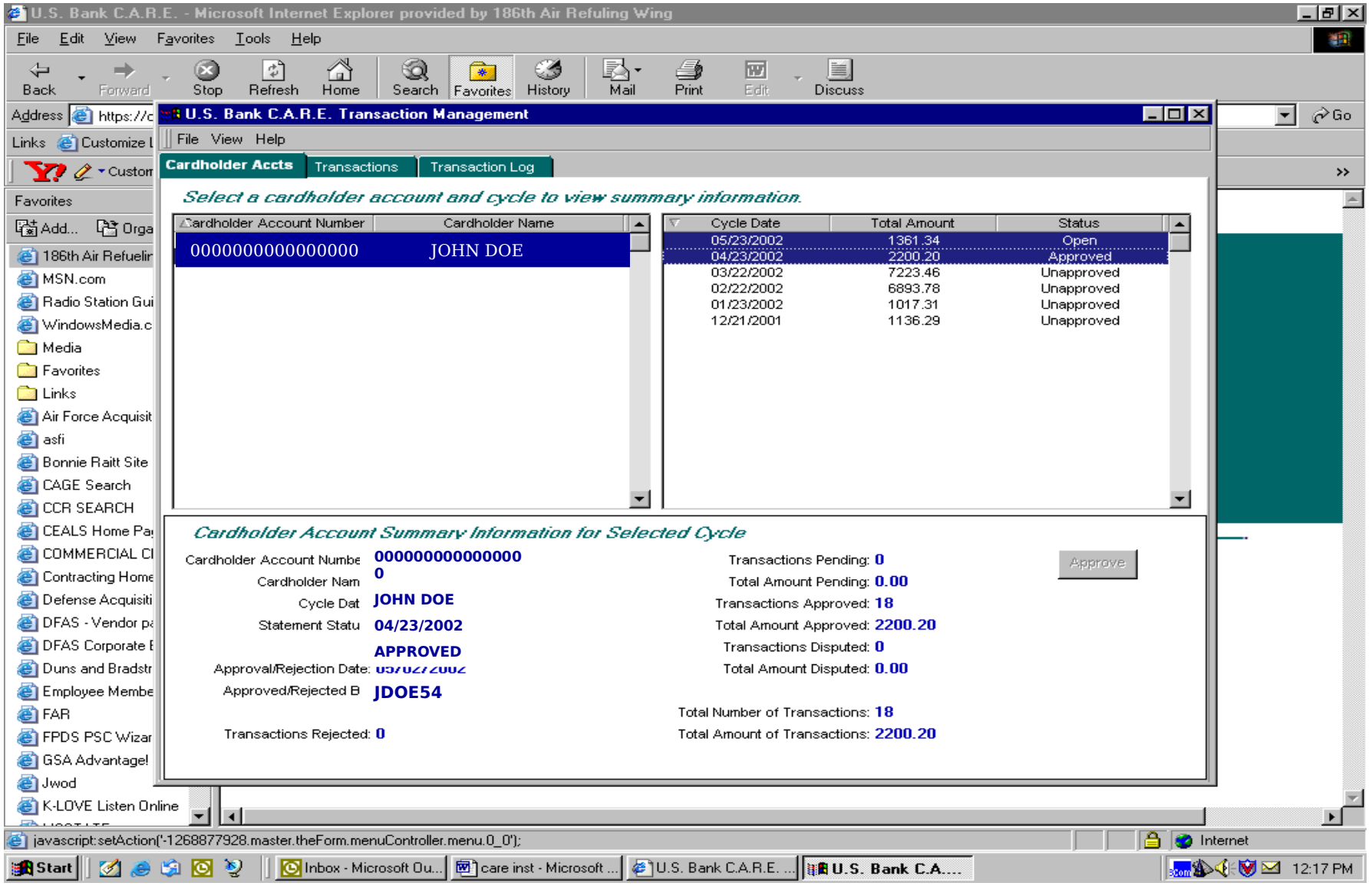
ACCOUNTING CODE CHANGES FROM DEFAULT TO WHATEVER YOU SELECTED.

YOU MUST GO BACK AND RECONCILE THE TRANSACTION IF YOU HAVE NOT DONE SO

TO APPROVE
THE STATEMENT



YOU CANNOT APPROVE THE STATEMENT UNTIL AFTER THE END OF THE CYCLE, THE 23rd. THE APPROVE BUTTON IN THE LOWER RIGHT HAND PART OF THE SCREENWILL NOT BE ACTIVE UNTIL AFTER THE END OF THE CYCLE.



NOTICE STATUS CHANGES FROM UNAPPROVED TO APPROVED. YOU ARE NOW FINISHED APPROVING YOUR STATEMENT. DO THIS FOR ALL YOUR ACCOUNTS.

SEND ORIGINAL RECEIPTS AND INVOICES TO APPROVING OFFICIAL ALONG WITH THE ELECTRONIC SPREADSHEET.

RETAIN THE PURCHASE REQUEST FORM, THE ELECTRONIC SPREADSHEET AND A COPY OF ALL INVOICES AND RECEIPTS FOR YOUR RECORDS FOR A PERIOD OF 3 YEARS (6 YEARS AND 3 MONTHS FOR BILLING OFFICIALS).